



2018 / NATIONAL DRIVERS CHALLENGE

REGISTRATION PACK





NATIONAL DRIVERS CHALLENGE

RUAPUNA / 10-11 AUGUST 2018

National Registration opens: **Monday 12 June**

National Registration closes: **Monday 10 July**



To register, go to the UFBA website under the Events tab.

Numbers are limited for this event. Registration will close when the number of Competitors reaches 100. After this time, you can contact the UFBA Events Team to be placed on a waiting list but no guarantee of entry can be made.

SCHEDULE

**Please note times below may be subject to change as details are finalised.*

Friday 10 August

- 0730-1000hrs** Registration opens and compulsory breath testing will be done before you can enter the appliance
Sudima Hotel
- 0800hrs** **National Drivers Challenge - Day One commences**
Compulsory Pre-drives begin
Track Exercises will commence at Ruapuna as an extension of your Pre-drive
Lunches will be arranged
- 1500hrs** **ERD Revalidation Theory Test**
- 1730hrs** **Compulsory Theory Test for all Competitors**
- 1830hrs** Welcome Function *Russley Golf Club and Function Centre (428 Memorial Avenue, Christchurch).*
A bus will pick you up from Sudima Hotel.

Saturday 11 August

- 0730hrs** Competitor Transport departs accommodation for Ruapuna
- 0800hrs** **National Drivers Challenge - Day Two begins**
- 0800hrs** Compulsory Safety briefing and breath testing for competitors
- 1730hrs** National Drivers Challenge concludes
Transport departs the track for accommodation
- 1900hrs** Prize Giving Function *Sudima Hotel*

REGISTRATION COSTS

Officials and funded Competitors are each provided with one ticket to the Welcome Function and Prize Giving Function and lunch per day of the Challenge. Additional function tickets for supporters, managers, observers and/or partners can be purchased at the time of online registration for the following costs:

Type	Entry Fee	Welcome Function	Prize Giving	Lunch (daily)
Competitor	\$65.00	Included	Included	Included
Additional tickets	--	\$40.00	\$65.00	\$18.00

Please remember: Cash bar available at all social functions.

NEW ZEALAND FIRE SERVICE ERD REVALIDATION

When you register online, you will be given the option to take an ERD Revalidation Pre-drive Course as endorsed by Fire and Emergency. If you are due for Driver Revalidation within the next two years, we recommend you select this option. By completing this practical and theory test, your ERD will be revalidated for another five years.

You will also be credited with TEO OSM competencies: ERD Legislation and OI - Use of Fire and Emergency Operational Vehicles.

COMPETITOR REQUIREMENTS

Competitors are required to hold a full class 2 licence and must have this on them at all times while in operation of an appliance. Each Competitor is required to complete the Pre-drive, Theory Test and Track Exercises on Friday 10 August. Some Track Exercises will be run on completion of your Pre-drive test.

1. Pre-drive

Your Pre-drive times will be allocated based on the travel information you provide in your registration or your flight arrival time. This will be included in your final information email.

2. Exercises – Day 1 & 2

Once you have completed your Pre-drive test, a shuttle will be available to take you out to the track to complete the exercises for each day.

3. Theory test

A compulsory theory test will be held at the Sudima Hotel at 1730hrs on Friday 10 August 2018. This is to satisfy Fire and Emergency funding criteria.

All components of Day One and Day Two of the Challenge are compulsory. Failure to complete any of the components above will result in ineligibility for placings and/or awards and you will be invoiced for all event costs including accommodation and flights.

DRESS CODES

Drivers Challenge: Dark Blues (Fire and Emergency dark blue pants and shirt, black shoes or appropriate equivalent).

Prize Giving: Full formal uniform or appropriate equivalent (dark blue pants and tunic, including medals where applicable, light blue shirt, black shoes). Caps and gloves not required.





TRAVEL & TRANSFERS

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

Flights - Allocated Flights

Flights should only be booked if you live more than 200kms from the city of the Challenge venue, providing it is cheaper for you than driving. If you require flights, you will be given the opportunity to request them during the online registration process. These will be booked on your behalf by Orbit Travel on pre-selected flights in accordance with UFBA transfer times.

Flights requested via the registration site must be confirmed with Orbit Travel within 24 hours, this will ensure your flight is the most cost effective. If you have any questions on flight bookings please contact Maria Musgrove at Orbit Travel – 04 496 3379 or maria.musgrove@orbit.co.nz

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. If this flight is outside UFBA pre allocated flights you may also be outside transfer times and need to arrange your own travel.

Accompanying travellers: If you choose to book flights through Orbit, you will be charged a booking fee on top of your fare and you must contact them directly to book.

Driving vs 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. In this case if you drive when flying is a better option and therefore require an additional nights accommodation you will need to fund this yourself and the same UFBA-secured rates cannot be guaranteed. If you choose to fly when it is cheaper to drive you must contact the Events Manager for exemption.

Airport Transfers

Transfers will be booked in accordance with the pre-allocated flights chosen at the time of registration. Any flights that are booked outside of these may not be met by a transfer. If you require a transfer for a partner or supporter, you must select this in your registration, so they are captured in the transfer list. 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 two weeks before the Challenge if you wish to be included in airport transfers provided by the UFBA.

TRANSFERS DURING THE CHALLENGE

- Airport transfers will automatically be provided when you book your flights through Orbit Travel.
- 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 and Officials regardless if you have transport with you or not.
- Transfers are included in the registration costs for Teams and Officials. If you require an extra for a partner or supporter, make sure you include this in your registration.

Mileage

Mileage will be paid at rates consistent with Fire and Emergency New Zealand policy and will be calculated from the centre of your town to the centre of Christchurch, as per www.wises.co.nz.

We encourage both Officials and Competitors to travel together where possible, either to Christchurch or to your closest airport. One return airport trip per vehicle will be reimbursed. Mileage and other means of travel for the duration of the Challenge will not be reimbursed as official transfers will be provided.

ACCOMMODATION ENTITLEMENTS

Accommodation has been reserved for competitors and UFBA-appointed Officials by Orbit Travel. If you choose to stay outside of these properties, transfers to the Challenge venues will not be available to you and you will only be reimbursed up to the rate that the UFBA have secured at these properties. Accommodation is based on single room accommodation and will be automatically allocated when you register online. One breakfast 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 150km away from the Challenge venue:** Three nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live between 50km and 150km of the Challenge venue:** Two nights (Friday and Saturday nights) of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 50km of the Challenge venue:** One night (Saturday night) of funded accommodation at one of the UFBA-selected accommodation suppliers.

RULES

The Challenge rules outlines run descriptions for all exercises and setup, should you wish to practice ahead of the event. The Theory test questions are taken from the Heavy Traffic Class 2 Road Code, the Fire and Emergency drivers manual, basic pump operation, ECO control, and general Road Code. All attendees are asked to be prepared and well informed of the current Drivers Challenge rules (available from the UFBA website) prior to attending the Challenge. If you have any questions in relation to any of the rules, please direct these to the UFBA Technical Panel at events@ufba.org.nz.

OFFICIALS

Once selected, you will be notified by email with a pre-populated personalised link outlining your funded flight and accommodation details.

It is important to make yourself familiar with the exercise, penalties and score sheets for the exercise you are officiating. If you have any questions in relation to any of the rules, please direct these ahead of the Challenge to the UFBA Technical Panel at events@ufba.org.nz.

FINAL INFORMATION EMAIL

All registered attendees will receive a Final Information Email a minimum of one week before the Challenge. Please note times listed in this registration pack may be subject to change as details are finalised. **Read all this information as it may have changed according to numbers registered.**



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.

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 maria.musgrove@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 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 funded accommodation allocation. 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 accommodation bookings made on your behalf. All flights are non-refundable. 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, accommodation and other costs incurred.

EXPENSE CLAIMS

An Expense Claim form will be included in 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. 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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