



United Fire Brigades' Association
WATERWAYCHALLENGE

2022 REGISTRATION PACK



2022 WATERWAY SEASON





SCHEDULES

SOUTH ISLAND CHALLENGE



MATAURA

SAT 22 JAN 2022

REGISTRATION OPENS
15 November 2021

REGISTRATION CLOSES
17 December 2021

Venue

Tulloch Park, Maitai Bay

Schedule

0800hrs Registrations open

0830hrs Competitors' briefing and check-in
Waterways Challenge commences immediately
after briefing

Day to progress at own pace

Prizegiving

Prizegiving will be held at approximately 1800hrs
at the Maitai Bay Rugby Club Rooms, Main Street, Maitai Bay.

Dress Codes

Challenge Day: Officials: Station workwear (dark blues).

Competitors: Team uniform in accordance with the Challenge rules.

Prizegiving: Full undress or appropriate rural equivalent. Caps and gloves are not required.

Registration:

\$70.00 (2-person team)
\$100.00 (4-person team)
*includes one lunch and one
prizegiving ticket per competitor*

**Additional lunch ticket /
Visiting team lunch:**
\$18.00

**Additional prizegiving
ticket / Visiting team
prizegiving: \$50.00**

NORTH ISLAND CHALLENGE



HAVELOCK NORTH

SAT 12 FEB 2022

REGISTRATION OPENS
15 November 2021

REGISTRATION CLOSES
7 January 2022

Venue

Havelock North Village Green

Schedule

0800hrs Registrations open

0830hrs Competitors' briefing and check-in
Waterways Challenge commences immediately
after briefing

DAY TO PROGRESS AT OWN PACE

Prizegiving

Prizegiving will be held at approximately 1800hrs
at Havelock North Volunteer Fire Brigade, 15 Karanema Drive, Havelock North.

Dress Codes

Challenge Day: Officials: Station workwear (dark blues).

Competitors: Team uniform in accordance with the Challenge rules.

Prizegiving: Full undress or appropriate rural equivalent. Caps and gloves are not required.

Registration:

\$70.00 (2-person team)
\$100.00 (4-person team)
*includes one lunch and one
prizegiving ticket per competitor*

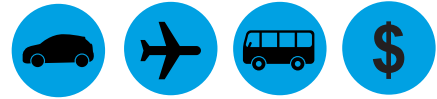
**Additional lunch ticket /
Visiting team lunch:**
\$18.00

**Additional prizegiving
ticket / Visiting team
prizegiving: \$50.00**



EVENT INFORMATION

ISLAND CHALLENGES



When registering online you will be asked to upload copies of passports/drivers licences of all competitors. This avoids spelling errors on airline tickets and change fees which the UFBA will not fund.

TRAVEL AND MILEAGE

We recommend that you drive to Island Challenges. 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 Gilpin Corporate Travel.

Flights will not be considered for those that live within 200km of the host venue.

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. 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 challenge venue, as per Google Maps. Mileage during the event will not be reimbursed.

The UFBA will only reimburse/fund the most cost effective means of travel for you to get to the challenge venue in time for registration, please do keep this in mind to avoid disappointment. If you choose to drive when it is cheaper to fly, you will be reimbursed to the value of the airfare as advised by Gilpin Corporate Travel post-Challenge. If 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.

TRANSFERS

AIRPORT TRANSFERS *(should your flight request be approved)*

Transfers between the airport and the event venue/accommodation will be automatically arranged by the UFBA in accordance with the flight reports obtained by Gilpin Travel. If you intend to book your own 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 TRANSFERS

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

PRIZEGIVING TRANSFERS

Transfers will be available to take you to and from Prizegiving dinner. Final transfer times will be outlined in your final information email at least one week before the Challenge.



EVENT INFORMATION

ISLAND CHALLENGES



ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Gilpin Corporate Travel online registration process. You will receive an itinerary from Gilpin Corporate Travel once your accommodation is confirmed.

- **If you live more than 100km away from the Challenge venue:** Two nights 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 Gilpin Corporate Travel.
- **4-person team:** UFBA funds two twin-share rooms which will be allocated by Gilpin Corporate Travel.

We will do our best to accommodate any additional room requests for supporters, but funded competitors and officials will have first priority from our allocation. Please note that this is not always possible and encourage supporters to find their own accommodation.

VISITING TEAMS

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

- You are able to book travel and accommodation through Gilpin Corporate Travel if you wish (you will be invoiced for the costs applicable). While we cannot guarantee you UFBA accommodation providers, we can make recommendations on where other competitors and officials will be staying and Gilpin Corporate Travel can check their availability.
- You will need to pay for all event catering including lunches and prizegiving if you wish to attend. You can do this during your online registration, and will be invoiced accordingly.



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 availability. All additional costs related to extra bedding, rooms or additional breakfasts will be at the user's cost and invoiced to you directly.

- If you wish to have a lunch provided at the track or an additional prizegiving ticket for your partner/observer, please purchase one during your online registration. Please also note if they have any dietary requirements.
- If you choose to bring a partner/observer, all travel costs will be invoiced directly to you as they will not be funded by the UFBA. If you choose to drive so that you can travel with your partner/observer, when flying works out to be the more cost effective means of travel, you will only be reimbursed for the value of your flight equivalent as advised by Gilpin Corporate Travel.

INDEPENDENT TRAVEL BOOKINGS *(should your flight request be approved)*

UFBA prefer that you use Gilpin Corporate Travel to book your travel arrangements so we can accurately organise transfers for you to and from the airport, 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 14 days prior to the Challenge day. Please note that partners/observers will incur a transfer cost.

CURRENT RULES

All Competitors and Officials need to ensure that they familiarise themselves with the current rules prior to the commencement of the 2022 Waterway Season.

These are available online via the UFBA website - www.ufba.org.nz

EQUIPMENT

Please ensure you bring enough hose and equipment for you and your team to run at an Island event.

If you cannot provide hose for any reason, please let the UFBA Events Team know as soon as possible so we can arrange some for you.



TERMS & CONDITIONS

CHANGES, CANCELLATIONS AND NON-ATTENDANCE

Once your registration is confirmed, all bookings made on your behalf by Gilpin Corporate Travel and the Events Team are non-refundable. Changes to registrations after the closing date will incur an additional fee.

Should you for any reason need to cancel your booking, your registration fee will not be refunded and an invoice will be sent to you to cover all non refundable flights 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 may incur a \$15.00 fee per name change.

PAYMENTS AND INVOICING

All applicable registration fees and partner costs will be invoiced to you via Gilpin Corporate Travel. You may choose to pay by bank transfer or credit card. Please note that Gilpin Corporate 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 Gilpin Corporate Travel.

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.

INTERNET BANKING / BANK TRANSFER

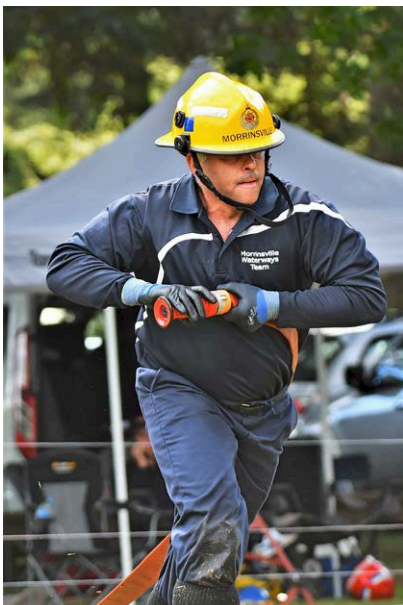
The bank account details are:

Account No: 06 0193 0293830 01 / Swift Code: ANZBNZ22

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 2.6% will be applied to the total.



EXPENSE CLAIMS

One claim per brigade team will be accepted. This will be attached 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. **Please also ensure you use the form sent to you in your final information email, and NOT an older one that you may have saved on file.**

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, valet parking, 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 events or how to register?

Please contact the UFBA Events Team events@ufba.org.nz

Lisa Mead

UFBA Events Coordinator

lisa@ufba.org.nz

027 238 8975

Holly Dallinger

UFBA Events Administrator

holly@ufba.org.nz

027 580 7930

