



United Fire Brigades' Association
**ROAD CRASH RESCUE
CHALLENGE**

2023 REGISTRATION PACK



2023 ROAD CRASH RESCUE SEASON





SCHEDULE OF EVENTS

COMBINED SOUTH ISLAND / NORTH ISLAND CHALLENGE REGISTRATION DATES

Registrations open: 20 March 2023

Registrations close: 15 May 2023

MANFEILD, FEILDING

15, 16, 17 JUNE 2023

THURSDAY 15 JUNE - CHALLENGE DAY 1

- 0900hrs** Health & Safety brief, induction
- 1000hrs** Registration opens - Manfeild Park Stadium, 59 South Street, Feilding
- 1200hrs** Road Crash Rescue Challenge begins - Manfeild Park Stadium, 59 South Street, Feilding
- 1840hrs** Day One Concludes*

FREE EVENING

FRIDAY 16 JUNE - CHALLENGE DAY 2

- 0730hrs** Check in for Day Two - Manfeild Park Stadium, 59 South Street, Feilding
- 0915hrs** Competitor briefing
- 0930hrs** Road Crash Rescue Challenge Continues - Manfeild Park Stadium, 59 South Street, Feilding
- 1730hrs** Day Two Concludes*

FREE EVENING

SATURDAY 17 JUNE - CHALLENGE DAY 3 & PRIZE GIVING

- 0730hrs** Check in for Day Three - Manfeild Park Stadium, 59 South Street, Feilding
- 0830hrs** Competitor briefing
- 0900hrs** Road Crash Rescue Challenge continues - Manfeild Park Stadium, 59 South Street, Feilding
- 1530hrs** Day Three Concludes*
- 1830hrs** Prize Giving Function Commences - Palmerston North Conference and Function Centre, 354 Main Street, Palmerston North
- 2130hrs** Transfers back to accommodation

**Please note, the above times are subject to change, depending on numbers that register for the Challenge. These times will be confirmed in your final information email a week prior to the event commencing.*

COMBINED ISLAND CHALLENGE COSTS

TYPE	ENTRY FEE	PRIZEGIVING	LUNCH (DAILY)
TEAM	\$150.00	INCLUDED	INCLUDED
ADDITIONAL TICKETS	--	\$65.00	\$20.00

Please remember: At social functions, beverages are served on a user-pays basis. All prices include GST.



ESSENTIAL INFORMATION

COMBINED NORTH & SOUTH ISLAND CHALLENGES

TRAVEL & MILEAGE

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

COMBINED SOUTH ISLAND / NORTH ISLAND EVENT

All South Island teams will be funded for flying out of their island (this must be booked through Gilpin Travel when you register). Transfers will also be organised to and from the Challenge venue.

Driving Versus Flying

We encourage both Officials and Competitors to travel together, where possible. Competitors will be reimbursed for a return trip with a maximum of two vehicles per 6-person team. Flights are not encouraged for those that live within 300km of the host venue, but will be considered if this is the more cost-effective option. Please email the Events Team to discuss at events@ufba.org.nz.

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 Travel Post-Challenge.
- If you then require an additional night(s) accommodation, you will need to fund this yourself, and the UFBA-secured rates cannot be guaranteed.

The UFBA will use discretion to only reimburse travel for the most cost-effective method of transport, regardless of how you choose to travel. Please keep this in mind to avoid disappointment.



If required, flight bookings can be requested during the online registration process.
We ask that all flights be booked in this manner to ensure your flight is the most cost-effective.

Mileage

You will be reimbursed for a maximum of two vehicles carrying a total of six funded Competitors. Should it be cheaper for your team to fly than to drive, UFBA will only reimburse to the value of equivalent flights. Mileage will be paid at rates consistent with Fire and Emergency NZ policy and one return trip will be reimbursed from the centre of your town to the Challenge venue.

TRANSFERS

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 Gilpin Travel. If you intend to book your flights through another travel provider, it is your responsibility to get your flight details to events@ufba.org.nz at least 3 weeks before the event commencement.

Please note that final transfer times will be included in the Final Information email.

During the Challenges

It is assumed that you will have your own transport if you are from the North Island and therefore, aside from airport transfers, limited transport will be available unless otherwise stated throughout this registration pack. If you are from the South Island, transfers will be arranged to and from the Challenge venue each day.

ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Gilpin Online Registration process for competing teams and Officials. Accommodation has been reserved for competing teams and UFBA-appointed Officials.

Funded accommodation will be allocated on a first in, first served basis and you will receive an itinerary from Gilpin Travel once your accommodation is confirmed.

Accommodation is based on twin-share and three rooms will be automatically allocated when you register your team online. Two breakfasts 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 200km away from a Challenge venue:** Three nights of funded accommodation at the UFBA-selected accommodation suppliers.
- **If you live between 50km and 200km of a Challenge venue:** Two nights of funded accommodation at the UFBA-selected accommodation suppliers.
- **If you live within 50km of a Challenge venue:** One night funded accommodation at the UFBA-selected accommodation suppliers.

Distances are calculated using [Google Maps](#) and are based on the distance from the centre of your town of origin to the Challenge venue. With 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.



An additional night of funded accommodation may be granted if deemed necessary due to numbers and/or distance required to travel from your home town to the challenge.

Please speak with the UFBA Events Team if you wish to discuss this option.





ADDITIONAL INFORMATION

COMBINED NORTH ISLAND & SOUTH ISLAND

COMPOSITE TEAMS

Composite teams will be allowed to register and compete as per the added notes in the rules released November 2019. These individuals must be from within the same Provincial Association.

- If the composite team is made up entirely from brigades who have other funded teams already intending to compete - they will not be funded but can compete on a self funded basis, and they will still be eligible for accolades and placings.
- If the majority of the composite team, is not from other brigade registered teams - they may be entitled to funding. This will be on a case by case basis during registration. They will also still be eligible for accolades and placings.

If you wish to register a composite team, you must email the UFBA Events team during registrations with a list of all intending members including their active brigade name. Acceptance will be on a case by case basis or once registrations close, dependant on team members and other full brigade registrations.

RULES

Competitors and Officials are asked to be prepared and well informed of the current ARRO Road Rescue Challenge rules (available from the UFBA website) prior to attending any of the RCR Challenges. **These were adjusted by the UFBA Challenge Panel in November 2019, so please make sure you are familiar with the new requirements found on p2.** If you have any questions in relation to any of the rules, please direct these to events@ufba.org.nz and we will endeavour to get an answer for you from the Challenge Panel.

CHALLENGE DRAW

For all Challenges, a Draw is created prior to the Challenge day. The Draw is random, pre-allocated and confirmed by the UFBA Challenge Panel. The Draw is final and no correspondence asking for changes will be considered. Please note that necessary changes to the Draw are at the discretion of the UFBA Challenge Panel and may occur for reasons outside of UFBA's control.

FINAL INFORMATION EMAIL

All registered team leaders will receive a Final Information email from the UFBA Office a minimum of one week prior to the date of the Challenge. This is important information that must be read prior to arrival to note any event changes before competing. It is the team leader's responsibility to distribute this information to all team members prior to the event.

COMPETITOR CHECK-IN

Team leaders are required to check in on behalf of their teams before the Challenge, the time of check in will be on the Final Information email which will be sent to you prior to the Challenge.

DRESS CODE

For the Challenge: Coveralls, with NO visible sponsorship, as per the notes in the rules released Nov 2019.

Prize Giving Function: Formal Service Uniform or appropriate equivalent: dark blue pants/skirt & jacket - including medals where applicable, light blue shirt, black shoes. Caps and gloves are not required.

INDEPENDENT BOOKINGS

Travel

UFBA prefer that you use Gilpin 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 supporters 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 3 weeks prior to the event commencement. The reimbursement of these flights will only be to the equivalent cost of travel that would have been booked for you as advised by Gilpin Travel post event.

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 (if a funded competitor). 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.

PARTNERS, OBSERVERS AND COACHES

Partners, observers and coaches 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, 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 venue or an additional prizegiving ticket for your partner/observer/coach, please purchase one during your registration. Please also note if they have any dietary requirements.
- If you choose to bring a partner/observer/coach, 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/coach, when flying is the more cost effective means of travel - you will only be reimbursed for the value of your flight equivalent as advised by Gilpin Travel.

Special Note: As accommodation is on a twin share basis, please note that requests for sharing with your partner/observer/coach will only be accepted if it fits with your team's needs i.e. if you are only entitled to 3x twin share rooms, you will be charged for an additional one to share with your partner/observer/coach. If you are entitled to 4x rooms (for example if your team has one separate room for a female competitor), then all rooms will be funded including the one you would share with your partner/observer/coach. **These requests will be looked at on a case by case basis so please get in touch with Gilpin Travel or the UFBA Events team as soon as you know a partner/observer/coach is wishing to attend.**



TERMS AND CONDITIONS

COMBINED NORTH ISLAND & SOUTH ISLAND

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 regarding your invoice and payment should be directed to Gilpin Corporate Travel Ltd, via either 09 361 4730 or ufba@gilpin.co.nz. 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.

Direct Credit / Internet Banking

The bank account details are:

Account No: 06-0193-0293830-01

Swift Code: ANZBNZ22

Please ensure your name and invoice number is included as 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.

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 all non-refundable flights, accommodation and other costs incurred on your behalf by Gilpin Travel or the UFBA will be invoiced to you. Any written evidence as to your poor health or extenuating circumstances that prohibit you from attending, will be taken into consideration.

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

EXPENSE CLAIMS

One expense claim per team will be accepted. This 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 to include all original GST receipts and 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 above 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, valet parking, 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 UFBA Events Team
events@ufba.org.nz

Lisa Mead
UFBA Senior Events Coordinator
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027 238 8975

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027 580 7930

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