



2024
REGISTRATION PACK



UFBA FIREFIGHTER CHALLENGE

Kia ora competitors and officials

The UFBA Events Team and Challenge Panel welcome you to our 2024 Challenge season.

We encourage all UFBA members to get involved with our Challenges. These events are built on a foundation of camaraderie, manaakitanga and hauora – and are specifically designed to showcase the broad range of firefighters' skills and techniques.

The UFBA Firefighter Challenge is a high-energy, all-round exciting display of the core firefighting practices and is suitable for any member, at any level of experience or background. We see competitors from all our various memberships: urban, rural, paid, volunteer, industrial and defence force brigades. It is a great opportunity to enhance your skills, support each other, learn from others, and form connections that last.

If you're a seasoned competitor, your experience is vital to helping newer competitors learn and grow, so encourage other members from your brigade to come along and be part of this world-class event.

Or if you're not up for the challenge yet, perhaps you would consider being one of our valued Challenge Officials and play an important part in supporting the excellence and quality of our events. Head to the UFBA website for more details: www.ufba.org.nz.

Did you know the UFBA food rescue where we can? Please keep this in mind when selecting your meals, and only select those you intend to have, to reduce waste.

Our registration information is correct at the time of printing. Any changes will be available on the registration website as required. We encourage you to check in regularly to ensure that you have up-to-date details.

We look forward to seeing you at the North, South, and National Firefighter Challenges.

Mā te wā

UFBA Events Team and Challenge Panel



IMPORTANT

There has been a high level of interest for these challenges. In the event that numbers exceed our limitations, caps will apply to competitor numbers and a waitlist will be opened.

To avoid disappointment, make sure you register early!



DATES & COSTS

ISLAND & NATIONAL CHALLENGES

SOUTH ISLAND CHALLENGE



INVERCARGILL

**SAT 16
MAR 2024**

**REGISTRATION
OPENS**

16 January 2024

**REGISTRATION
CLOSES**

23 February 2024
or when cap is reached

Saturday 16 March 2024

- 0800hrs Registrations Open
*Forth Street Carpark
(directions will be advised)*
- 0900hrs Compulsory Safety Briefing for all
- Includes BA debrief
- 0930hrs Approximate Challenge start time
- 1230 - 1330hrs Lunch available on a rolling basis
- 1700hrs Approximate Challenge end time
- 1830hrs Prizegiving Function
*Workingmen's Club, Invercargill
- Additional tickets limited*

Registration (incl Visitors)*

Individual \$80.00
Tandem \$100.00
Relay \$150.00
*Includes one lunch and
one Prizegiving ticket per
competitor*

**Extra Lunch Ticket or
Visitor Lunch Ticket**
\$20.00

Extra Prizegiving Dinner
\$60.00

**Extra transfer for coaches,
partners and supporters**
\$40.00

Prices exclude GST.

NORTH ISLAND CHALLENGE



PALMERSTON NORTH

**FRI 12
SAT 13
APR 2024**

**REGISTRATION
OPENS**

16 January 2024

**REGISTRATION
CLOSES**

9 March 2024
or when cap is reached

Friday 12 April 2024

- 1000hrs Registrations Open - *The Square,
Palmerston North*
- 1100hrs Lunch available on a rolling basis
- 1130hrs Compulsory Safety Briefing for all
Includes BA debrief
- 1200hrs Approximate Challenge start time
- 1700hrs Conclusion of Day 1
*Track closes immediately
after last run*

Saturday 13 April 2024

- 0830hrs Registrations Open - *The Square,
Palmerston North*
- 0900hrs Compulsory Safety Briefing for all
Includes BA debrief
- 0930hrs Approximate Challenge start time
- 1130-1300hrs Lunch available on a rolling basis
- 1700hrs Approximate Challenge end time
- 1900hrs Prizegiving Function
*Palmerston North Convention Centre,
Main Road, Palmerston North
- Additional tickets limited*

Registration (incl Visitors)*

Individual \$80.00
Tandem \$100.00
Relay \$150.00
*Includes one lunch and
one Prizegiving ticket per
competitor*

**Extra Lunch Ticket or
Visitor Lunch Ticket**
\$20.00

Extra Prizegiving Dinner
\$70.00

**Extra transfer for coaches,
partners and supporters**
\$40.00

Prices exclude GST.

** Visitors: Subject to
NZ Government travel
guidelines and international
relations. Please check
with the UFBA Events Team
before registering and
booking any travel.*

NATIONAL CHALLENGE



WELLINGTON

**FRI 3
SAT 4
MAY 2024**

**REGISTRATION
OPENS**
13 March 2024

**REGISTRATION
CLOSES**
5 April 2024
or when cap is reached

Friday 3 May 2024

0830hrs	Registrations Open <i>Odlins Plaza, Wellington Waterfront</i>
0930hrs	Compulsory Safety Briefing for all Competitors and Officials <i>Includes BA debrief</i>
1000hrs	TANDEM Round 1 commences
1100 - 1400hrs	Lunch available on a rolling basis
1300hrs	RELAY round 1 commences
1400hrs	TANDEM round 2 commences
1600hrs	RELAY round 2 commences
1700hrs	Conclusion of Day 1 <i>Track closes immediately after the last run</i>

Saturday 4 May 2024

0730hrs	Registrations Open - <i>Odlins Plaza, Wellington Waterfront</i>
0800hrs	Compulsory Safety Briefing for all Competitors and Officials <i>Includes BA debrief</i>
0830hrs	INDIVIDUAL runs commence
1100 - 1400hrs	Lunch available on a rolling basis
1600hrs	RELAY Finals commence
1700hrs	Approximate conclusion of Challenge
1830hrs	Prizegiving Function - <i>Black & Gold Events Room, above Mac's Brew Bar.</i> <i>- Additional tickets limited.</i>

Registration (incl Visitors)*

Individual \$100.00
Tandem \$110.00
Relay \$150.00
Includes one lunch and one prizegiving ticket per competitor

Extra Lunch Ticket or Visitor Lunch Ticket
\$20.00

Extra Prize Giving Dinner
\$85.00

Extra transfer for coaches, partners and supporters
\$40.00

Prices exclude GST.

INTERNATIONAL COMPETITORS - ISLAND OR NATIONAL CHALLENGES

The UFBA Firefighter Challenges often draws great interest from international competitors, which provides networking opportunities, knowledge-sharing, and camaraderie. In 2024, we welcome back international teams.*

If you wish to enter one of our UFBA Challenges as an international competitor, there are a few things you must first understand:

- These events are for UFBA members. However, once we have a clear indication of our member registrations, we will consider international registrations on a case-by-case basis.

- You will NOT be eligible for accolades (medals, titles, trophies), or placings – this will mean:

- If registering a relay team you will run the standard seeding round, as per the draw.
- When the competition reaches the “knockout” rounds, your team will drop out.
- Tandem and individual runs will be in the draw as per the normal challenge.

* *Visitors: Subject to NZ Government travel guidelines and international relations. Please check with the UFBA Events Team before registering and booking any travel.*



FUNDING

ISLAND & NATIONAL CHALLENGES

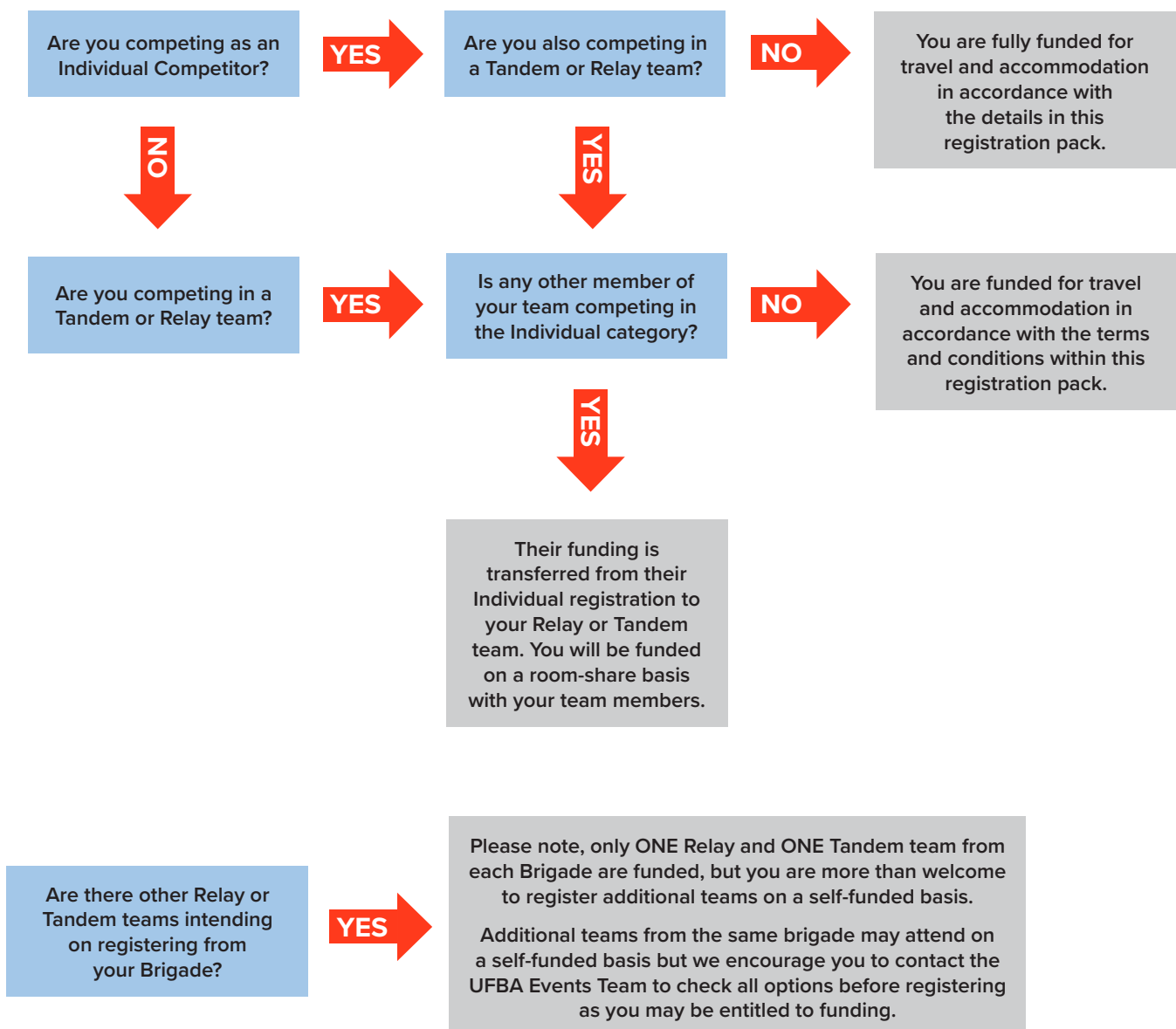
FUNDING

This funding chart applies to both Island and National Challenges.

All UFBA Firefighter Challenges will be funded for Individual Competitors and for ONE Tandem and ONE Relay team per UFBA Member Brigade. You are more than welcome to register additional Relay and Tandem teams but only one will be funded and you will be responsible for all costs for any additional team.

If your Tandem and/or Relay includes already funded Individuals and there are other Tandem or Relay teams in your Brigade, funding may be passed over to them with written approval from the UFBA Events Team.

The chart below will assist you in clarifying how the funding is distributed.



NB: Does not apply to International competitors.

REIMBURSEMENT EXPENSE CLAIMS (UFBA FUNDED COMPETITORS ONLY)

The chart and information below describes what you are eligible to claim back, and HOW to claim back. In your final information email, and your confirmation of registration, you will be sent an expense claim form to fill out.

You must include GST receipts.

- One expense claim per team will be accepted.
- 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 at the UFBA Office later than the stipulated date.
- Meals provided during the course of the Challenge will not be reimbursed.

Please include as much information in relation to your expenditure as possible on your expense claim form.



IF YOU HAVE NOT FILLED IN YOUR EXPENSE CLAIM CORRECTLY...

It will be returned to you and will not be processed until we get it back correctly filled in with ALL applicable GST receipts.

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 lunches on Challenge days where lunch is provided, 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.

NOT QUALIFIED FOR ANY FUNDING OR REIMBURSEMENT

- Composite teams - made up of members from different Brigades
- Teams that have not competed in a North or South Island Challenge who wish to attend Nationals (unless you receive exemption from the UFBA Challenge Panel) - email your request to events@ufba.org.nz
- Individuals competing in an Island event that is outside of their own Island.
- Partners and Observers

It is at the discretion of the UFBA Events Manager and Challenge Panel to restrict funding and/or numbers where necessary in order to fairly benefit all Member Brigades that wish to participate. Please remember, not only are we restricted by funding, we are also restricted by the number of runs we can have on the Challenge day(s).



INFORMATION

ISLAND & NATIONAL CHALLENGES

TRAVEL, MILEAGE & TRANSFERS (UFBA FUNDED COMPETITORS ONLY)

DRIVING VS FLYING

We recommend that you drive to Challenges if this is the most cost-effective way of travel. We also encourage both Officials and Competitors to travel together where possible. If you believe that you require flights, please contact the UFBA Events Team to discuss your best option. Should you be eligible for funded flights, you will then be sent flight options through Gilpin Corporate Travel.

If you choose to drive when it is cheaper to fly, you will be reimbursed mileage to the value of an average Seat+Bag fare as advised by Gilpin Corporate Travel post-challenge. Where you choose to drive when flying is a better option and require additional night(s) accommodation, you will need to fund this yourself. This means the same UFBA-secured accommodation rates cannot be guaranteed. The UFBA will use discretion to 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.

FLIGHTS (WHERE APPLICABLE)

Please indicate during online registration if you require flights and Gilpin Corporate Travel will provide you with flight options. Once options are given, you will have 24hrs to respond to your confirmation email and alter these flights – otherwise they will be booked for you. Flights are strictly non-transferable and non-refundable. If you choose to book your own flights, 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.

Accompanying and non-UFBA funded travellers

The UFBA encourage you to use Gilpin Corporate Travel. Flight bookings should be made at the time of registration or no later than one week after receiving confirmation of your registration. Gilpin Travel will invoice you directly.

MILEAGE

Mileage will be paid at rates consistent with UFBA policy and will be calculated from the centre of your town to the centre of the hosting town as per Google Maps. If you are a Tandem team competitor, you will be reimbursed for mileage of one vehicle only. Reimbursement for a Relay team is up to a maximum of two vehicles. Mileage during events will not be reimbursed.

TRANSFERS

Airport Transfers (where applicable)

Transfers between the airport and the event venue will be automatically arranged by the UFBA in accordance with the flight reports obtained by Gilpin Corporate 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 no later than 14 days before the Challenge date if you wish to be included in airport transfers. Transfer lists will be included with your final information email.

Island Challenge transfers

It is assumed that you will have your own transport during an Island Challenge and therefore limited transfers will be available on Challenge days. Transfer lists will be included with your final information email.

National Challenge transfers

All accommodation is within walking distance to the Challenge venue so there will be no transfers on Challenge days.

Prizegiving transfers

Transfers will be available to take you to and from the Prizegiving dinner. Transfer lists will be included in your final information email.

ACCOMMODATION

(UFBA FUNDED COMPETITORS ONLY)

Competitors are funded for accommodation and reasonable travel costs in line with the distance allowances below. Accommodation for those competing in Tandem or Relay events is based on a twin-share accommodation.

ISLAND CHALLENGES

If you live more than 200km away from the Challenge venue: Two nights of funded accommodation at one of the UFBA-selected accommodation suppliers

If you live between 100-200km of the Challenge venue: One night of funded accommodation at one of the UFBA-selected accommodation suppliers.

If you live within 100km of the Challenge venue: No funded accommodation, but there may be the option to stay at one of the UFBA-selected accommodation suppliers at your own cost if you wish.

NATIONAL CHALLENGE

If you live more than 100km away from the Challenge venue: Two nights of funded accommodation at one of the UFBA-selected accommodation suppliers

If you live between 50-100km of the Challenge venue: One night of funded accommodation at one of the UFBA-selected accommodation suppliers.

If you live within 50km of the Challenge venue: No funded accommodation, but there may 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, and individuals from the same brigade are encouraged to register for a twin share room:

Individual: UFBA funds one single room unless you fall into one of the following categories also:

Tandem team*: UFBA funds one twin-share room which will be allocated by Gilpin Corporate Travel.

Relay team*: UFBA funds two twin-share rooms which will be allocated by Gilpin Corporate Travel.

*Only one Tandem and Relay are funded from your Brigade.

On all 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 Google Maps and are based on the distance from the centre of your town of origin to the Challenge Venue.





ADDITIONAL INFORMATION

ISLAND & NATIONAL CHALLENGES

CHANGES TO BA REQUIREMENTS

In accordance with the rules updated in August 2018 - Competitors are no longer required to be BA qualified to enter into Firefighter Challenges. When registering, you will still be given the option to select whether you are qualified or not. For those that are not, there will be a separate briefing WITHIN the Competitor Briefing in the morning of the Challenge days.

CHANGES TO BP REQUIREMENTS

In accordance with the rules updated in August 2018 - Competitors will no longer have their blood pressures taken on site at the Challenges. You will however still have to sign a medical declaration form in case of emergency.

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

DRESS CODE

Firefighter Challenge: Your own PPE gear as per the current rules on the UFBA website. Officials will be provided with a Challenge shirt to wear during the event.

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

RULES

Up-to-date Firefighter Rules are available from the UFBA website. Competitors and Officials are asked to be prepared and well-informed of the current rules prior to attending any of the Firefighter Challenges. If you have any questions in relation to any of the rules, please direct these to events@ufba.org.nz and we will answer those for you.

DRAW & RUN ORDER

For all Challenges, a Draw and Run Order are created prior to the Challenge day. Both the Draw and Run Order are pre-allocated and confirmed by the Challenge Panel. The Draw for individuals is based on the verified personal best time that you provide OR last year's best time – you will get the chance to choose at the time of online registration. It is up to the competitor to include this time where applicable and ensure accuracy.

The Draw and Run Order are FINAL and no correspondence asking for changes to either will be entered into. Necessary changes to the Draw or Run Order are at the discretion of the Challenge Panel and UFBA Events Manager, these necessary changes take into account many variables and may occur for reasons outside of UFBA's control, with short notice or event on the Challenge Day. These changes may affect timings, orders, who you are running against or lane changes and are well considered.

COMPETITOR CHECK-IN

All competitors are required to check-in with the UFBA Events Team before competing. The Events Team will be available for registration a minimum of one hour prior to the commencement of each Challenge. At this time, you will also be able to register for the Aggregate Team category if you so wish (there is no cost associated with the Aggregate Team category as it is based on your Individual run times). You will also be required to sign a disclaimer form before you are allowed onto the track.

COMPULSORY COMPONENTS

COMPETITOR BRIEFINGS

On both Friday and Saturday mornings, if you are competing that day, you are required to attend the safety briefings in the morning. For those that are NOT BA qualified, this will be when you are also given a briefing of how you run with a BA.

NAME CHANGE?

If you have changed your surname and have been a competitor in the past, please advise the Events Team so we can update our historic scores.

INDEPENDENT BOOKINGS

TRAVEL

The UFBA prefer that you use Gilpin Corporate 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. You will only be reimbursed to the value of that we would have paid, as advised by Gilpin Corporate Travel.

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.

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 providers in order for us to accurately 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/beds. The UFBA will not cover these costs or any other costs associated with booking additional beds and/or rooms outside of the twin-share entitlements for your team. Additional breakfasts for your guests will be at your own expense, and must be settled at the time of check out. Partners need to fund their own breakfasts and pay before checking out.

PAYMENT INFORMATION

ISLAND & NATIONAL CHALLENGES

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 prior to 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, as suppliers cannot be cancelled last minute without penalty or costs being incurred. These costs will be passed onto the registrant.

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.



SECTOR ADVOCACY

We represent the interests of all members, shaping the sector, through our Membership Advisory Panel (MAP), working party representatives and submissions.

SERVICE HONOURS and RECOGNITION

We provide medals and certificates to recognise and honour the time you have served to your community.



ADVOCACY and SUPPORT SERVICES

Don't suffer in silence. If you ever experience conflict, a dispute or need to raise a complaint, we can be there by your side.

CHALLENGES

Waterway • Firefighter • Road Crash Rescue • Drivers

Promoting skills-based learning, team building and creating camaraderie amongst brigades and members.



FINANCIAL SUPPORT

UFBA Benevolent Fund - you can apply for a special grant in times of need.

Accident Assurance Scheme - if you've had an accident while training or on duty, we can top up the 20% not covered by ACC.

LEARNING and DEVELOPMENT

Develop and build on your personal and professional skills through our FREE workshops: **Leadership • Honours Functions • Secretaries and Treasurers • Xero and Accounting**
Our annual conference is also designed to upskill and educate based on topics you're interested in.



HOW CAN WE HELP YOU?

STAY CONNECTED

join our mailing list - connect@ufba.org.nz

follow us  /unitedfirebrigades  @ufba.nz



www.ufba.org.nz

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