



United Fire Brigades' Association

# WATERWAYCHALLENGE

# 2023 REGISTRATION PACK



## 2023 WATERWAY SEASON



# SCHEDULES

## NORTH ISLAND CHALLENGE



### HAVELOCK NORTH

**SAT 21 JAN 2023**

**REGISTRATION OPENS**  
14 November 2022

**REGISTRATION CLOSES**  
15 December 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 Magdalinos Room, Community Centre, 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)**  
**\$110.00 (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**

## SOUTH ISLAND CHALLENGE



### CROMWELL

**SAT 4 FEB 2023**

**REGISTRATION OPENS**  
14 November 2022

**REGISTRATION CLOSES**  
12 January 2023

#### Venue

Alpha Street Reserve, Cromwell

#### 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

#### 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)**  
**\$110.00 (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**

## NATIONAL CHALLENGE

### Thursday 16 February

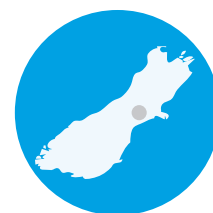
- 1600hrs** Registration opens  
*Methven Volunteer Fire Brigade*
- 1700hrs** Team Captains' Briefing  
*Methven Museum Room*
- 1800hrs** Welcome Function  
*Methven Volunteer Fire Brigade*  
*Appliance Bay*

### Friday 17 February

- 0830hrs** Official Opening of 2023 UFBA Waterway Challenge
- 0900hrs** Challenge Day One commences  
*Methven Domain*
- 1230hrs** Lunch
- 1700hrs** Close of Challenge Day One  
FREE EVENING

### Saturday 18 February

- 0900hrs** Challenge Day Two commences  
*Methven Domain*
- 1230hrs** Lunch
- 1730hrs** Close of Challenge Day Two
- 1900hrs** Dinner and Prizegiving formalities commence  
*Mt Hutt Function Centre, 160 Main St, Methven*



## METHVEN

**FRI 17 - SAT 18  
FEB 2023**

### REGISTRATION OPENS

14 November 2022

### REGISTRATION CLOSES

12 January 2023

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

## COSTS

	Competitor	Additional Tickets
Registration Fee	2-person team \$80.00 4-person team \$120.00	
Transport Ticket	Included	\$20.00
Friday/Saturday Lunches	Included	\$15.00
Welcome Function	Included	\$48.00
Prizegiving Function	Included	\$65.00

All prices include GST.

Competitors are required to have competed at an Island Challenge to qualify to register for Nationals. Exemptions may be granted on request.



# EVENT INFORMATION

## ISLAND CHALLENGES



When registering online you will be asked to confirm your name as it appears on your driver's licence or passport. 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](mailto: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.



# 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.





# EVENT INFORMATION

## NATIONAL CHALLENGE

### TRAVEL

All Team Captains are required in Methven no later than 1700hrs, Thursday 16th February to ensure you are present at the compulsory Team Captains' briefing. Please take this into consideration when making travel arrangements.

#### **FLIGHT BOOKINGS**

We encourage you to use Gilpin Corporate Travel to book your travel. Please contact on 09 361 4730 or email [ufba@gilpin.co.nz](mailto:ufba@gilpin.co.nz). On completion of registration, you will be given flight options to select from, in accordance with UFBA transfer times. You will have 24 hours to respond to Gilpin to confirm or change your flights, they will then be booked for you.

#### **AIRPORT TRANSFERS**

Transfers between Christchurch and Methven 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 through to [events@ufba.org.nz](mailto:events@ufba.org.nz) if you wish to be included in airport transfers.

#### **DRIVING VS 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 Gilpin 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 Fire and Emergency policy and will be calculated from the centre of your town to the centre of Methven, as per Google Maps ([www.google.com](http://www.google.com))

We encourage both Officials and Competitors to travel together where possible, either to Methven 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.

## ACCOMMODATION ENTITLEMENTS

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

- **If you live more than 100km away from the Challenge venue:** Three nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 100km of the Challenge venue:** Two nights of funded accommodation at one of 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 centre of Methven 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 Gilpin Travel
- **4-person team** UFBA funds two twin-share rooms and will be allocated by Gilpin 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 from our allocation.

## TRANSFERS THROUGHOUT THE CHALLENGE

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 REGISTRATION

Team Leaders must check their team in and pick up their team registration pack from the UFBA Events Team between 16:00-17:00hrs at the Methven Volunteer Fire Brigade.

## COMPULSORY COMPONENTS

**Team Leaders must attend the compulsory briefing.** Failure to attend this will result in disqualification from the Challenge.



# EVENT INFORMATION

## 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](mailto: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 2023 Waterway Season.

These are available online via the UFBA website - [www.ufba.org.nz](http://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.



## 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.

**Covid-19 Health and Safety** - UFBA will follow all government mandates, rules and regulations applicable at the time of the event.

## 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 Ltd, via either 09 361 4730 or [ufba@gilpin.co.nz](mailto: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.

### 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.





# EVENT INFORMATION

## 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](mailto: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](mailto:events@ufba.org.nz)

### Lisa Mead

UFBA Events Coordinator

[lisa@ufba.org.nz](mailto:lisa@ufba.org.nz)

027 238 8975

UFBA Events Administrator

[events@ufba.org.nz](mailto:events@ufba.org.nz)

027 580 7930



## 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

**Waterways • Combat • 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](mailto:connect@ufba.org.nz)

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@ufba.nz



[www.ufba.org.nz](http://www.ufba.org.nz)

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