



United Fire Brigades' Association

WATERWAYCHALLENGE

2021 REGISTRATION PACK



2021 WATERWAY SEASON



SCHEDULES

NORTH ISLAND CHALLENGE



MORRINSVILLE

**SAT 23
JAN 2021**

Registration opens
16 November 2020

Registration closes
18 December 2020

Venue

Morrinsville Recreational Ground, Morrinsville

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 Morrinsville Volunteer Fire Brigade,
91 Anderson Street, Morrinsville

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)

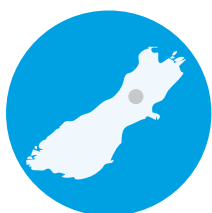
*includes one lunch and one
prizegiving ticket per competitor*

**Additional lunch ticket /
Visiting team lunch:**

\$18.00

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

SOUTH ISLAND CHALLENGE



METHVEN

**SAT 13
FEB 2021**

Registration opens
16 November 2020

Registration closes
13 January 2021

Venue

Methven Domain, Methven

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 Methven Volunteer Fire Brigade,
12 McKerrow Street, Methven.

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**

NATIONAL CHALLENGE

Thursday 4 March

- 1600hrs** Registration opens
Wainuiomata Volunteer Fire Brigade
- 1700hrs** Team Captains Briefing
TBC
- 1800hrs** Welcome Function
Wainuiomata Volunteer Fire Brigade

Friday 5 March

- 0830hrs** Official Opening of 2021 UFBA Waterway Challenge
Frederick Wise Park, Wainuiomata
- 0900hrs** Challenge Day One commences
- 1230hrs** Lunch
- 1700hrs** Close of Challenge Day One
FREE EVENING

Saturday 6 March

- 0900hrs** Challenge Day Two commences
Frederick Wise Park, Wainuiomata
- 1230hrs** Lunch
- 1730hrs** Close of Challenge Day Two
- 1900hrs** Dinner and Prizegiving formalities commence
*Town Hall, Lower Hutt Events Centre,
Laings Road, Lower Hutt*



WAINUIOMATA

**FRI 5 - SAT 6
MAR 2021**

Registration opens
16 November 2020

Registration closes
8 February 2021

*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 \$70.00 4-person team \$110.00	
Transport Ticket	Included	\$20.00
Friday/Saturday Lunches	Included	\$15.00
Welcome Function	Included	\$45.00
Prizegiving Function	Included	\$65.00

All prices include GST.



EVENT INFORMATION

ISLAND CHALLENGES



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 Orbit Travel online.

Flights will not be considered for those that live within 300km 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 Orbit 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.

Airport transfers (should your flight request be approved)

Transfers between the airport and the event venue will be automatically arranged by the UFBA in accordance with the flight reports obtained from Orbit 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 if you wish to be included in airport transfers.

CHALLENGE TRANSPORT

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

Transfers throughout the challenge

The only transport provided by the UFBA for the Island challenges, is to and from the UFBA selected hotels and the prizegiving functions. However, if your competing team is funded to fly in, we will also source transport for you to and from the challenge venue.

ISLAND CHALLENGES



ACCOMMODATION ENTITLEMENTS

All accommodation should be booked via the Orbit Online Registration process. When booking your accommodation, you will be given the option of booking either Friday or Saturday night. Funded accommodation will be allocated on a first in, first served basis and you will receive an itinerary from Orbit Travel once your accommodation is confirmed.

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

On 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. Distances are calculated using Google Maps and are based on the distance from the centre of your town of origin to the challenge venue.

According to Fire and Emergency NZ funding, only one night of accommodation is funded and additional accommodation will be at your own cost, however additional nights' accommodation may be granted upon written application to the Events Team.

We will do our best to accommodate any additional room requests, but funded competitors and officials will have first priority from our allocation.

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 Orbit Travel if you wish (you will be invoiced for the costs applicable). While we cannot guarantee you UFBA costed rooms, we can make recommendations on where other competitors and officials will be staying and Orbit 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 registration, and will be invoiced accordingly.



EVENT INFORMATION

NATIONAL CHALLENGE

TRAVEL

All Team Captains are required in Wainuiomata no later than 1700hrs 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 Orbit Travel to book your travel. 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 Orbit to confirm or change your flights, they will then be booked for you.

Airport transfers

Transfers between Wellington Airport and Lower Hutt will be automatically arranged by the UFBA in accordance with the flight reports obtained from Orbit 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 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 Orbit 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 Wainuiomata, as per Google Maps (www.google.com)

We encourage both Officials and Competitors to travel together where possible, either to Wainuiomata 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 Orbit 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 50km away from the Challenge venue:** Three nights of funded accommodation at one of the UFBA-selected accommodation suppliers.
- **If you live within 50km 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 Wainuiomata 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 Orbit Travel
- **4-person team** UFBA funds two twin-share rooms and will be allocated by Orbit 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 Wainuiomata Volunteer Fire Brigade.

COMPULSORY COMPONENTS

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

LEARNING SYMPOSIUMS

A unique benefit and requirement of attending UFBA National Challenge Events is completing a learning symposium. In light of uncertainties around COVID-19 and what level we will be at, we will be working with Fire and Emergency NZ to bring these learnings to you in a different way prior to the event. Keep an eye on your emails in the lead up to the event for further instructions and details. Learning remains a key part of our Challenges and we'll make sure you don't miss out.



CURRENT RULES

All Competitors and Officials need to ensure that they familiarise themselves with the current rules prior to the commencement of the 2021 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.

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 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 track or an additional prizegiving ticket for your partner/observer, please purchase one during your 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 Orbit Travel.

Independent travel bookings *(should your flight request be approved)*

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 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.

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 Orbit Travel directly on +64 4 496 3016 or groups@orbitwellington.com





CHANGES, CANCELLATIONS AND NON-ATTENDANCE

Once your registration is confirmed, all bookings made on your behalf by Orbit Travel and the Events Team are non-refundable. Changes to registrations after the closing date may incur a fee of \$50.00.

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.

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

Julia Costa
UFBA Events Manager
julia@ufba.org.nz
04 237 2684

Lisa Mead
UFBA Events Coordinator
lisa@ufba.org.nz
04 237 2688

Holly Dallinger
UFBA Events Administrator
holly@ufba.org.nz
04 237 2687

We're so much more than Waterways...

SECTOR ADVOCACY

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



SERVICE HONOURS RECOGNITION

We provide time-honoured medals and certificates recognising your service to your community.



XERO IN BRIGADES

We can help you integrate more robust and easy to use book keeping into your brigade.



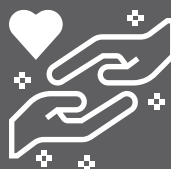
ADVOCACY AND SUPPORT SERVICES

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



UFBA BENEVOLENT FUND

You can apply to a special grant for some financial support if you ever find yourself in dire need.



ANNUAL CONFERENCE

Network and learn with hundreds of other brigade members from across NZ. Represent your brigade as a delegate or come along as an observer.



ACCIDENT ASSURANCE SCHEME

Had an accident while training or on duty? We can help you top up the 20% not covered by ACC.



DEVELOPMENT WORKSHOPS

Leadership, Psychological Wellbeing, Secretaries and Treasurers workshops - gain personal and professional development through our FREE workshops in person and online.



PATHWAYS PROJECT

Engage with youth through our Taitamariki and Gateway schemes, that help you ensure the next generation are prepared and able to join your brigade.



....plus Firefighter Combat®, Road Crash Rescue and Drivers Challenges

Complete the rest of our suite of events for maximum upskilling and team building.

Get involved further.

Register for news and updates at www.ufba.org.nz

Join our Brigade Reps group by emailing membershipsupport@ufba.org.nz

For further information call us on 0508 832 269 / 04 237 0265



/unitedfirebrigades



/ufba.nz

