



United Fire Brigades' Association
WATERWAYCHALLENGE

2025 REGISTRATION PACK



2025 WATERWAY SEASON





EVENT SCHEDULES

ISLAND CHALLENGES

NORTH ISLAND CHALLENGE



HAVELOCK NORTH

SAT 18 JAN 2025

REGISTRATION OPENS
15 November 2024

REGISTRATION CLOSSES
15 December 2024

Venue

Havelock North Village Green

Schedule

0800hrs Registrations open

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

DAY TO PROGRESS AT OWN PACE

Prizegiving

Prizegiving will be held at approx. 1800hrs
at Havelock North Appliance Bay,
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:

\$140.00 (2-person team)

\$280.00 (4-person team)

*includes one lunch and one
prizegiving ticket per competitor*

Additional lunch ticket /

Visiting team lunch:

\$20.00

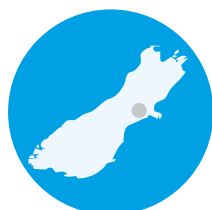
Additional prizegiving ticket

/ Visiting team prizegiving:

\$60.00

Numbers may be capped.
Prices exclude GST.

SOUTH ISLAND CHALLENGE



DARFIELD

SAT 1 FEB 2025

REGISTRATION OPENS
15 November 2024

REGISTRATION CLOSSES
16 January 2025

Venue

Darfield Domain

Schedule

0800hrs Registrations open

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

DAY TO PROGRESS AT OWN PACE

Prizegiving

Prizegiving will be held at approx. 1800hrs
at the Darfield Recreation Centre,
92 North Terrace, Darfield.

Dress Codes

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

Competitors: Team uniform in accordance with the Challenge rules.

Prizegiving: Formal FENZ service uniform (with medals, no caps or gloves)
or rural equivalent.

Registration:

\$140.00 (2-person team)

\$280.00 (4-person team)

*includes one lunch and one
prizegiving ticket per competitor*

Additional lunch ticket /

Visiting team lunch:

\$20.00

Additional prizegiving ticket

/ Visiting team prizegiving:

\$60.00

Numbers may be capped.
Prices exclude GST.

*All costs exclude GST. Visiting teams are those that are representing another island to
that of where the challenge is being held.*



EVENT SCHEDULE

NATIONAL CHALLENGE

NATIONAL CHALLENGE



MATAURA

**FRI 21 - SAT 22
FEBRUARY 2025**

REGISTRATION OPENS

12 January 2025

REGISTRATION CLOSSES

1 February 2025

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

Thursday 20 February

- 1600hrs** Registration opens
Kelvin Hotel Foyer, Esk Room
- 1700hrs** Team Captains' Briefing
Esk Room
- FREE EVENING

Friday 21 February

- 0830hrs** Official Opening of 2025 UFBA Waterway Challenge
- 0900hrs** Challenge Day One commences
Tulloch Rugby Park
- 1230hrs** Lunch
- 1700hrs** Close of Challenge Day One
- FREE EVENING

Saturday 22 February

- 0900hrs** Challenge Day Two commences
Tulloch Rugby Park
- 1230hrs** Lunch
- 1730hrs** Close of Challenge Day Two
- 1900hrs** Dinner and Prizegiving formalities commence
Ascot Park Hotel

COSTS	Competitor	Additional Tickets
Registration Fee	2-person team \$200.00 4-person team \$400.00	
Transport Ticket	Included	\$40.00
Friday/Saturday Lunches	Included	\$20.00
Prizegiving Function	Included	\$60.00

All prices exclude GST.

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



EVENT INFORMATION

ISLAND CHALLENGES

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 be sent flight times to confirm by Gilpin 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 destination town, as per Google Maps. Mileage during the event will not be reimbursed. UFBA does not cover travel for partners – funded competitors only.

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

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

NATIONAL CHALLENGE

TRAVEL

All Team Captains are required in Invercargill no later than 1700hrs, Thursday 20th 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. 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 from airport to hotel 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 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 Invercargill, as per Google Maps (www.google.com)

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



EVENT INFORMATION

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 Invercargill 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 Kelvin Hotel foyer.

COMPULSORY COMPONENTS

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



EVENT INFORMATION

WATERWAY CHALLENGES

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 only equivalent as advised by Gilpin Corporate Travel.
- At hotel providers, you may be asked for a credit card upon check in. This is standard for most hotels. You are responsible for all room charges, not the UFBA.

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 choose to book your own flights, best available fares booked by Gilpin Travel 1 month prior to the event will be used when calculating expenses post event. If you choose to book more expensive flights, you will be required to pay the difference in cost.

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 2025 Waterway Season.

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

EQUIPMENT

Island Events: Please ensure you bring enough hose and equipment for 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.

National Event: UFBA will supply hose with the support of Fire and Emergency NZ.



TERMS & CONDITIONS

WATERWAY CHALLENGES

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. This will be at the UFBA's discretion.

Name changes to registrations after the closing date may incur a \$30.00 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 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.

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.





TERMS & CONDITIONS

WATERWAY CHALLENGES

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. Keep receipts from all transactions.

Expense claims are due in no later than one calendar month from the conclusion of the attended Challenge. Please allow 10 working days following closing date for processing. 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, lunches where UFBA has provided lunch, 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 Senior Events Coordinator

lisa@ufba.org.nz

027 238 8975

Alex Nolan

UFBA Events Coordinator

alex@ufba.org.nz

027 213 4646

Makayla Patel

UFBA Events Administrator

makayla@ufba.org.nz

027 580 7930

