

HAWKE'S BAY CHAMPIONSHIPS

WAIMARAMA, HAWKE'S BAY

BUILDING MORE COMPETENT AND CAPABLE LIFEGUARDS

TEAM MANAGER CIRCULAR

Surf Life Saving New Zealand

Event Overview

The Hawke's Bay Senior Championships is the largest and most competitive surf life saving event held in Hawke's Bay.

The Hawke's Bay Senior Championships offers almost all of the events available at the New Zealand Championships, drawing upon the best of the area to determine the Hawke's Bay Champions and Overall Top Club.

The competition includes a wide variety of events, requiring varying levels of technical skill and physical fitness. With surf and weather conditions constantly changing, the competition has proved to be one of the most exciting competitions of the local Surf Life Saving calendar.

Returning to Waimarama Beach, we invite you to celebrate the skills and experience of some of the area's very best athletes as they compete for their friends and against their fellow athletes.

Team Manager Circular

This document provides you with all the information you need to know as a Team Manager at this event. While it contains the typical logistical information surrounding the event, it also incorporates very important details that a Team Manager must be aware of before attending the event.

Please note that this circular must be read in conjunction with the Entry Circular which outlines further information Team Managers must be aware of prior to entering any competitors into the competition.

Important Times

Saturday 9 February 2019

Official Briefing:	7:00am
Team Manager Briefing:	7:15am
Marshalling Starts:	7:45am
Start Time:	8:00am
High Tide:	9:28am – 1.6m
Low Tide:	3:46pm – 0.4m

Sunday 10 February 2019

Official Briefing:	7:00am
Team Manager Briefing:	7:15am
Marshalling Starts:	7:45am
Start Time:	8:00am
Prizegiving:	30 minutes after the conclusion of racing
High Tide:	10:10am – 1.6m
Low Tide:	4:16pm – 0.4m

Team Manager Briefing

All Team Manager Briefings will be held at the Waimarama SLSC.

Team Declaration Form

A Team Declaration Form must be submitted to Event Management during or prior to the Team Manager Meeting. The form can be found in **Appendix One** of this circular.

Code of Conduct

Event Management reserves the right to exclude competitors from further competition for poor or 'un-sportsperson like' behaviour. This also applies to parents, team managers and supporters.

The team managers are directly responsible for the conduct of all person, from their club, attending this championship event. We encourage you to ensure that the culture you create within your team is one that embraces the values espoused by SLSNZ.

To view the SLSNZ Code of Conduct click [here](#).

Ironperson and Taplin Draw

The order of disciplines within the Ironperson and Taplin events will be determined at the Team Manager Meeting on Saturday morning.

Event Safety

Competition Safety Plan

The Competition Safety Plan will be made available through the website [here](#) prior to the event commencing. The document is also available for viewing in the Event Management Area during the event. The missing person at sea reflex tasking can be found in **Appendix Two** of the entry circular.

Competition Safety Vests

The wearing of high visibility vests will be mandatory at this event. Supplying safety vests is a club responsibility and must be in line with the SLSNZ guidelines for safety vests. This information can be found [here](#).

Equipment Identification

Every small craft must be labelled with the name of the club, clearly visible, handwritten or a decal. This would preferably be located between the front handles of paddle boards and in the front of the footstraps for surf skis. This will aid in the immediate identification of an athlete or team if lost equipment is washed into the beach. It will also assist in identifying clubs who are required to move equipment in the event of a shift in Arena Location.

Parent, Guardian, Coach, Team Manager and Club Obligations

It is the responsibility of clubs, through their coaches and manager, to ensure that each individual competitor is competent to **safely** compete in the conditions that prevail on any given day.

It is therefore the clubs responsibility to ensure that competitors who are not yet competent to compete in the prevailing conditions are withdrawn from an event rather than expose them to unnecessary risk or potential harm by encouraging or coercing competitors to compete, particularly against their will. Please refer to statement (e) of the **Agreement to be bound by the Manual** section of the **Surf Sports Competition Manual**. The Manual can be found [here](#).

It is the expectation of the organisers that all clubs will only permit competent competitors to compete in an event.

Warm Up

Please note that all SLSNZ rules and regulations apply during warm ups as they do during the event. Please ensure compliance and follow the instructions of Event Management Staff.

Communications

Team Manager contact details must be entered through the online entry system prior to entries closing to ensure clubs receive any future information surrounding the event.

The overall Team Manager will receive notifications via the etxt system in advance and during the event. This is to ensure they are provided with prompt notification of any developments related to the event at all times.

The release of any further information will be sent directly to the Overall Team Managers entered through the online entry system.

Gear Trailers

Gear trailers may be dropped off from 7:00am on Saturday 9 February 2019.

Should any club wish to arrive before or after the designated time, please contact Waimarama SLSC directly to ensure you are able to gain access to the domain.

Security

No security will be provided. Ensure marquees are closed down and / or valuables removed.

Team Changes

Any team changes from those entered at the close of entries must be provided to the administration team by 8.00am on Saturday 9 February. Any subsequent changes from this time will be considered under the 50% Rule Change (Rule 1.17 (b)).

The Team Change form is attached as **Appendix Two**. Should a team change be required during the event this must be provided in writing on the 'Team Change' form and lodged with the administration team by the club team manager prior to the commencement of the specified event.

Key Personnel

Event Manager:	Scott Bicknell
Event Referee:	Sarnia Brewer
Event Safety Officer:	Denys Carpenter



Key Contact

If you have any queries or concerns, please feel free to contact the Event Assistant.

Scott Bicknell
Event Manager
Hawke's Bay Senior Championships
Surf Life Saving New Zealand

m 027 327 7339
e scott@bicknellconsultants.com

Club Entry and Team Declaration Form

This form must be completed by the Club appointed 'Team Manager' for all New Zealand Championship Events.

I (name of Team Manager) agree that by signing this form I am authorised by (name of Club) to complete this form on behalf of the Club, and the individual members of my Club who wish to enter these Championships.

I agree that, my Club, the individual members of my Club who enter these Championships, and I, will comply with the following rules which apply to these Championships:

- The SLSNZ Constitution and Regulations
- The SLSNZ Surf Sport Competition Manual
- The SLSNZ Equipment Specification Manual
- The terms and conditions of the event as set out in the event entry information pack
- The SLSNZ Code of Conduct

All documents are available to be downloaded from the SLSNZ website www.surflifesaving.org.nz

I acknowledge and accept that as Team Manager I assume responsibility on behalf of my Club for:

1. The conduct of all members of my Club who are entered to compete in these Championships for the duration of the time it takes to travel to the Championships, at the Championships and travel home following the Championships.
2. Attending the pre-event Team Managers meeting.
3. To provide a copy of the SLSNZ Code of Conduct to each member of the team (Coach and Competitors).
4. To return the accommodation report form.

It is also a term of entry to these Championships that the Team Manager, Club and competitors agree to being photographed, filmed, videoed or to have their image recorded in any way in the period from the commencement of the championships until the award ceremony after the Championships, and that SLSNZ may use any such imagery in connection with the future promotion of these Championships or other SLSNZ events held. Participants are entitled to request access to such images and to take copies of them at their cost.

I understand that should any member of my Club, or I, breach any of the rules listed above in relation to these Championships, that the Club, and/or myself and/or the individual members of the Club may be disciplined by my Club and/or SLSNZ.

Signed Club Team Manager Date.....

Signed..... Club Chairman (or similar) Date.....

Team Change Form

AGE/GENDER	EVENT	TEAM NAME	CHANGE OUT:	CHANGE IN:	
<i>OPEN MENS</i>	<i>BOARD RESCUE</i>	<i>PAPAMOA A</i>	<i>ROSS MERRETT</i>	<i>MATT CAIRNS</i>	