



BP SURF RESCUE NEW ZEALAND CHAMPIONSHIPS

WAIKOUAITI BEACH, DUNEDIN
6-7 APRIL 2019

BUILDING MORE COMPETENT AND CAPABLE LIFEGUARDS



TEAM MANAGER CIRCULAR

Surf Life Saving New Zealand



Event Overview

The BP Surf Rescue New Zealand Championships has a proud history of being one filled with hard, fast, and action-packed racing. The largest Inflatable Rescue Boat racing competition on the Surf Life Saving calendar, crews from throughout the country will line up to showcase their surf skills, fitness and experience amongst their pairs.

The competition includes several 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 Surf Life Saving calendar.

Making an appearance at Waikouaiti Beach, we invite you to celebrate the skills and experience of some of Surf Life Saving New Zealand's very best IRB Crews 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 the BP Surf Rescue New Zealand Championships. 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

Monday 1 April 2019

Online Fuel Order Due: 10:00am

Friday 5 April 2019

Scrutineering: 10:30am – 5:30pm

Team Managers Meeting: 6:00pm (Eastern Rugby Football Club)

Saturday 6 April 2019

Fuel Distribution: 7:30am – 8:30am

Officials Meeting: 7:30am (Eastern Rugby Football Club)

Warm Up Start Time: 8:00am

Start Time: 9:00am

Prizegiving: 30 minutes after the conclusion of racing

Low Tide: 12:03pm – 0.3m

High Tide: 5:35pm – 2.0m

Sunday 7 April 2019

Fuel Distribution:	6:30am to 8:00am
Warm Up Start Time:	7:30am
Start Time:	8:30am
Prizegiving:	30 minutes after the conclusion of racing
Low Tide:	11:44am – 0.3m
High Tide:	5:15pm – 2.0m

Team Declaration Form

A Team Declaration Form must be submitted to Event Management during or prior to the Team Meeting. The form can be found in [Appendix One](#) of this circular.

Scrutineering



Scrutineering will be carried out near the Eastern Rugby Football Club between 10:30am and 5:30pm on Friday 5 April 2019. Please follow the instructions of the scrutineering team to ensure that this critical safety compliance check is completed.

Please be aware that there may be delays during this process and club cooperation is greatly appreciated.

Event Safety

Pre-Existing Medical Conditions

All participants with a pre-existing medical condition must complete and submit a 'Pre-Existing Medical Conditions Declaration' form prior to the close of entries. These forms are to be submitted to the Event Manager (Scott Bicknell) by email to scott@bicknellconsultants.com. However, participants are encouraged to submit these as early as possible. Once submitted, the forms will be reviewed by SLSNZ and a decision will be made on whether a 'Competitor Waiver' form is required to be completed.

These forms are available through the website [here](#).

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 for patients for the Tube Rescue event only. Lifejackets are to worn by participants at all other times. 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](#).

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 on Friday 5 April 2019

Please note that all SLSNZ rules and regulations apply on Friday 5 April 2019, as they do during the event. Please ensure compliance and follow the instructions of Event Management Staff.

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](#).

Gear Trailers

Clubs with large equipment trailers are asked to place these in the parks designated on the site plan. The Site Plan can be found in **Appendix Four** of the Entry Circular. Any IRBs or equipment required to be transported onto the beach must first report to Alan Coates (Logistics Officer).

Fuel Distribution

Clubs are required to pre order their fuel amount prior to the competition. This will then be on-charged to the club following the event. SLSNZ will purchase all the fuel as per the orders and each club will be issues with the amount they ordered all in one go for the duration of the event.

The fuel station will be open on Saturday 6th and Sunday 7th April between 6.30am and 8.00am before racing starts. The fuel station will be located near the Eastern Rugby Football Club.

Clubs will need to bring their own fuel containers that can take the full amount of fuel the club has ordered for racing. SLSNZ will have a fuel disposal drum available at the fuel station; please respect the environment and dispose of all or any unwanted fuel responsibly. The Fuel Order form can be completed online [here](#).

Fuel Orders must be made by Monday 1st of April at 10:00am.

Overall Age Group Winners

At the South Island Championships, there was some uncertainty over the ability of crews to make Team Changes while still being eligible to collate points towards the Overall Age Group Trophy.

Mike Lord (Surf Life Saving New Zealand) - Sport Manager) has confirmed that any changes to a Crewman or Driver represents a different team for the purposes of accumulating points towards each respective Overall Age Group Trophy. As such, the 50% Team Change General Rule is not applicable in this instance. Please note that patient changes are not applicable to the Overall Age Group Trophy, as the Trophy is awarded to the Crewman and Driver only.

Security

Two security guards will be located on-site between the hours of 6:00pm and 6:00am on the nights of Friday 5 and Saturday 6 April. We have secured the use of the Rodeo Ground (adjacent to the Rugby Club) from Friday night and encourage all valuables to be placed within this fenced area. This ensures we can consolidate the security guards oversight to this area, with the reduced need to roam the surrounding area.

Parking

Please park in the areas indicated on the site plan and avoid congesting the roadway. While the Rugby Draw is yet to be announced, there is a likelihood of a local rugby match on Saturday afternoon which may result in a lot more traffic movement along the road.

Surf Sport Manuals

Surf Sport Manuals will be available to purchase at the event. These will be sold at the standard rate of \$10.00 a copy. If you wish to purchase one, please bring cash to the event. There are limited copies available, so please contact me in advance if you wish to reserve a copy.

Team Managers Meeting

The venue for this meeting has been confirmed as the Eastern Bay Rugby Club. However, the time has been moved forward to 6:00pm. This follows the end of scrutineering at 5:30pm and ensures adequate time for those staying in Dunedin to travel back there.

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.

Key Contact

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

Scott Bicknell
Event Manager
BP Surf Rescue New Zealand 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.....