

A photograph of several swimmers in various colored swimwear and caps, standing on a beach. They are positioned behind starting flags on poles. In the background, a lifeguard in a blue shirt and hat is visible, along with a yellow and red flag flying. The scene is outdoors on a sunny day.

# 2021 EASTERN REGIONAL CHAMPIONSHIPS

MT MAUNGANUI  
29 - 31 JANUARY 2021

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BUILDING MORE COMPETENT AND CAPABLE LIFEGUARDS

## TEAM MANAGER CIRCULAR

# Team Manager Circular

## Event Overview

The Eastern Regional Championships (ERCs) has a proud history of being not only one of the biggest surf lifesaving events held in New Zealand, but one of the most competitive. Despite the Eastern Region spanning the Coromandel, Bay of Plenty and Gisborne Local Areas, the event attracts competitors from throughout the country.

ERC's offers almost all of the events available at the New Zealand Championships, drawing upon the best of the best to determine the Eastern Regional 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 Surf Life Saving calendar.

## 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

### Friday 29 January 2021

Team Manager Briefings:	2:30pm and 7:00pm
Start Time:	3:00pm
Prizegiving:	30 minutes after the conclusion of racing
Low Tide:	2:51pm – 0.4m

### Saturday 30 January 2021

Start Time:	8:00am
Prizegiving:	15 minutes after the conclusion of racing
High Tide:	09:33am – 1.8m
Low Tide:	3:37pm – 0.3m

### Sunday 31 January 2021

Start Time:	8:00am
Prizegiving:	15 minutes after the conclusion of racing
High Tide:	10:16am – 1.8m
Low Tide:	4:23pm – 0.2m

## Team Manager Briefings

### Friday Team Managers Meeting (Primarily for Double Ski / Sprint Events)

A Team Managers meeting will commence at 2:30pm, Friday 29th January. It will be held at the Mt Maunganui LGS Club House. It will focus on the Double Ski / Sprint Events, and will cover the following:

- Swell and Weather Forecast
- Arena and Beach Layout
- Event Safety

### Full Team Managers Meeting

The full Team Managers meeting will commence at 7:00pm, Friday 29 January 2021. It will be held at the Mt Maunganui LGS Club House and will cover the following:

- Introductions
- Swell and Weather Forecast
- Beach Layout
- Programme
- Team Manager Packs/ID Cards
- Championship Points
- Officiating
- Event Safety
- Team Manager Questions

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## 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.

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## 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](#).

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## COVID-19 Protocols

The event Management will look to implement the Event Sector Voluntary Code. This Event Sector Voluntary Code outlines a high-level overview of what the event sector can do to safely deliver events. The Code provides best practice expectations on running events and is based on Ministry of Health guidance to reduce COVID-19 related risks.

The Event Organisers would suggest members associated with this event:

● **Stay home if you are unwell and call Healthline (for free) on 0800 358 5453 or your health care provider if you think you have symptoms of COVID-19.**

● **Follow basic hygiene measures at the event:**

– Hand hygiene – frequently wash your hands for a minimum of 20 seconds, then dry them thoroughly. If you are unable to access soap and water, use an alcohol-based hand sanitiser containing at least 60% alcohol. If using sanitiser, ensure that you use enough to cover your hands and rub hands together until dry.

– Cough and sneeze etiquette – sneezing or coughing into the crook of your elbow or covering coughs and sneezes with a tissue, then putting the tissue in a bin and cleaning your hands (as above).

– Avoiding touching your face – hard surfaces can be contaminated with infectious droplets. Hands can be contaminated after contact with these surfaces. If you need to touch your face, clean your hands first.

– Cleaning surfaces and frequently touched items – clean high-touch surfaces and items (for example door handles and phones) frequently with an appropriate cleaning solution to reduce transmission of germs in general.

– Physical distancing – When physical distancing isn't a requirement, you can still play it safe by continuing to keep a distance from people you do not know. Use your judgement. This will help to minimise the spread of COVID-19 if community transmission returns.

-QR Codes will be located around the event. Please make a conscious effort to scan these when available.

### **Changes in COVID Alert Levels.**

#### **Public Events at Alert Level 2**

At Level 2, if restrictions of mass gatherings to 100 persons was in place, the Event Management would be unable to run a National Event of this size.

#### **Public Events at Alert Level 3**

At Alert Level 3 gatherings of any size are cancelled and public venues are closed. Gatherings such as concerts and sporting events pose a high risk for transmission of infectious diseases.

## Boat and Canoe Registration

All Boats and Canoes must register in order to race.

All Surf Boat and Canoe crews are asked to register with Michelle Newton on Friday for Saturdays racing and during the day on Saturday for Sundays racing. Please text Michelle on 027 459 8897

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## Ironperson and Taplin Draw

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

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## Security

Roaming security will be provided on Friday and Saturday night from 7:00pm – 6:00am. Ensure marquees are closed down and / or valuables removed. Any items outside the marquees will be collected up each night and put into lost property at the Event Management Office.

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## Scrutineering

There will be no requirement for Scrutineering at the 2021 ERC's event:

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## Surf Officials Ratio

Pursuant to SLSNZ Surf Sport Policy SS-002 (Surf Officials Ratio), each club is required to provide one official for every 10 athletes entered into the event. The names and contact details of these officials must be provided via the online entry system prior to the close of entries.

The ratio will be strictly enforced and clubs may not be allowed to compete if their Officials are not at the appropriate Officials Briefings.

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## Team Changes

We would like all known team changes, from those entered at the close of entries, to be handed to the administration team at the first Team Manager meeting at 3.30pm on Friday 24 January. The Team Change form is attached as [Appendix Two](#).

Should a team change be required during the Competition: The athlete to be substituted into the team should present themselves to the Marshall and be scanned in (RFID) in ample time before the event starts.

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## Radio-Frequency Identification Tags

RFID tags will be used at the 2021 Eastern Regional Championships. Excluding any extenuating circumstances, this event will be run on the basis of: No RFID Tag = No entry into the event.

The potential benefits of using RFID tags include increased efficiency when marshalling large numbers of athlete, e.g. Oceans and National Championships events. RFID technology will also assist us to accurately monitor athletes entering and exiting water events, the benefits of which are obvious.

Those athletes that were issued RFID tags last season must ensure that the same tag/vest is worn at this event. Athletes not present at ERCs or the National Championships last season will be issued with an RFID tag prior to the event. However, Team Managers must email the Event Manager by the close of late entries to ensure any additional Tags required are posted in advance of the event.

This tag must be either placed inside the pocket of new vests and sewn closed, or have a material patch sewn around the RFID tag to hold it in place under the left front shoulder strap of vests. A third option is inserting the Tag into a Velcro wristband. A limited number of wrist bands will be available at \$5 each



### RFID Check Station

This season we would like ALL athletes to check in with their RFID before the Competition starts. There will be a pop up tent for registering and will take seconds to check that their RFID is working and secure in their high-viz vest or wrist band, not on a drink bottle, jandal or towel. The registration will be open from 2pm Friday and 7am Saturday morning so please ensure your athletes check in. If there is an issue with their tag then you will have time to request another or have the tag programmed. Please take part in this process as it will speed up our time on the beach if all tags are working."

### Boat and Canoe Competitors

RFID Tags are not required to worn by Boat and Canoe Crews unless they are entered into other events.

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## 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 Event Management that all clubs will only permit competent competitors to compete in an event.

### **Warm Up on Friday 29 January 2021**

Please note that all SLSNZ rules and regulations apply on Friday 29 January 2021, as they do during the event. Please ensure compliance and follow the instructions of Event Management Staff.

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## **Event First Aid**

Five qualified personal will be on the beach during the event in three locations. If you require first aid during the Eastern Region Championships please make yourself familiar with the event site plan so you know where first aid will be located or talk with an official who has a radio who will contact first aid.

## **Beach Layout**

Please become familiar with the event site plan, contained in Appendix Three.

We have made a few beach layout changes this year to cater for the Twilight Sprint/Relays event, and to create better access to and from all Arenas.

We will have the club tent space clearly marked out and every club will be required to check in with the Beach Work Party (based at the MMLS) before you erect your club tent. Any club tents erected without permission in an incorrect position will be taken down.

We have also created spaces specifically for Athlete Gear storage that is directly accessible to each Arena. We will be asking the Athletes and Team Managers to work with us to ensure all athlete gear is stored in this allocated space so as to keep emergency access ways clear.

Due to the birds currently nesting on Mount Main Beach, the rules around club tents will be strict and enforced. Each club can have **ONE** large club tent, then **ONE** 3x3 pop in each arena. That is a maximum number of five tents on Mount Main Beach. No exceptions.

## Trailer Parking

All club trailers will be stored in the designated zones on the beach. Trailers will be taken on the beach from 12:00 noon to 7:00pm on Friday and 6:30am to 8:00am on Saturday. Trailers will be taken off the beach from 2:00pm to 6:00pm on Sunday. At no stage will personal vehicles be allowed on the beach. Trailers will not be removed from the beach on Saturday.

Please refer to the Traffic Management Plan contained within Appendix Four for instructions on where trailers may be deposited for transfer onto the beach.

## Dune Protection

As per all our events dune protection is the responsibility of everyone and as SLS members please make sure you look after our beaches and sand dunes. If you see anyone walking through the dunes or placing equipment in areas they shouldn't be please advise them to remove it or inform event management.

## Toilets and Rubbish

15 additional toilets, and 3 hand wash stations will be located around the event area for use. Please make sure you put all rubbish in the bins that will be located on the beach and keep our beaches clean.

We have been asked to provide recycling bins on the beach, please ensure only recyclable items are deposited in these bins.

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## Key Personnel

<b>Event Manager:</b>	Jackson Edwards
<b>Event Referee:</b>	Bruce Matheson
<b>Event Safety Officer:</b>	Roydon Woodcock

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## Key Contact

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

Jackson Edwards  
Sport Manager – Eastern Region  
Surf Life Saving New Zealand

t 07 574 2061  
m 027 525 7222  
e [jackson.edwards@surflifesaving.org.nz](mailto:jackson.edwards@surflifesaving.org.nz)

## 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](http://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>Example: OPEN MENS</i>	<i>BOARD RESCUE</i>	<i>MMLS A</i>	<i>ANDREW NEWTON</i>	<i>DAMIAN MUNRO</i>	

## Appendix Three: Site Plan

Please note that this Site Plan is subject to change.





**Key:**

- |                                                                                                          |                                                                                                        |                                                                                                                 |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
|  Water Arenas         |  Beach Event Arenas |  Event Lifeguards            |
|  Club Trailer Parking |  Beach Access       |  Safety Observation Platform |
|  Dotterel Nests       |  Arena Fencing      |  Club Tents                  |





## Appendix Four: Traffic Management Plan

### Vehicle Access Point One - Adams Avenue

Located 50 meters down from the Mt Maunganui Surf Club at 21 Adams Avenue, Mount Maunganui, Tauranga 3116.

The seven parking spaces identified in the site map below will be used to deposit club equipment trailers, prior to being picked up by two tractors. This will restrict beach access to private vehicles. This will occur from 1200hrs to 1900hrs Friday 29<sup>th</sup> January 2021, and from 0630hrs to 0800hrs Saturday 30<sup>th</sup> January 2021.

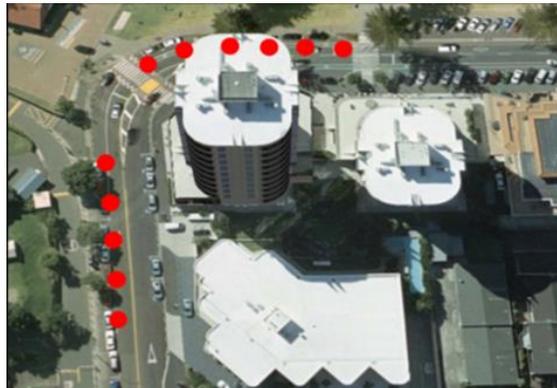


### **Trailer Collection Zone (End of Event)**

The seven parking spaces identified in the site map above will be used to pick up club equipment trailers at the end of the event, after being taken off the beach by two tractors. This will restrict beach access to private vehicles. This will occur from 1500 hrs to 1800 hrs Sunday 31<sup>st</sup> January 2021, and from 0800 hrs to 1000 hrs Monday 1<sup>st</sup> February 2021.

### **Signage**

Road cones will be used to designate the parking spaces that have been reserved. All road cone positions are identified in the site plan below.





## Vehicle Access Point Two Marine Parade

Located across the road from the Mount Drury Reserve on Marine Parade, near the intersection of Marine Parade & Pacific Ave.

### **Trailer Drop-Off Zone**

The eight parking spaces identified in the site map below will be used to deposit club equipment trailers, prior to being picked up by one tractor. This will restrict beach access to private vehicles. This will occur from 1500 hrs to 1800 hrs Sunday 31<sup>st</sup> January 2021, and from 0800 hrs to 1000 hrs Monday February 2021.



### **Trailer Collection Zone**

The eight parking spaces identified in the site map below will be used to deposit club equipment trailers, prior to being picked up by private vehicles. This will restrict beach access to private vehicles. This will occur from 1400 hrs to 1800hrs Sunday 31<sup>st</sup> January 2021.



### **Signage**

Road cones will be used to designate the parking spaces that have been reserved. All road cone positions are identified in the site plan below.



In addition, prior to trailers being transported for collection, Team Managers must notify Tractor Operators that they are ready to collect their trailers. This is to ensure there is not a backlog of trailers occurring. Any issues please contact Alan Coates on 0274 796 866.