



# BP SOUTH ISLAND IRB CHAMPIONSHIPS

WAIKOUAITI BEACH

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BUILDING MORE COMPETENT AND CAPABLE LIFEGUARDS

TEAM MANAGER CIRCULAR

Surf Life Saving New Zealand



## Event Overview

The BP South Island IRB Championships has a proud history of being filled with hard, fast, and action-packed racing. The third 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.

Located at the beautiful Waikoaiti Beach, along the picturesque Otago Coast, 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.

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## Team Manager Circular

This document provides you with all the information you need to know as a Team Manager at the BP South Island IRB 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.

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## Important Times

### Friday 26 March 2021

Scrutineering:

10:00am – 7:00pm (Please book with Dave Hickey, 0272806420 to book a time and best location by Tuesday 23<sup>rd</sup> March)

### Saturday 27 March 2021

Team Managers Meeting:

7:15pm (On the beach in the arena)

Officials Meeting:

7:30am (On the beach in the arena)

Fuel Distribution:

6:30am – 7:30am

Start Time:

8:00am

Prizegiving:

30 minutes after the conclusion of racing

Low Tide:

9:16am – 0.3m

High Tide:

3:24pm – 2.1m

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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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## Scrutineering

Scrutineering will be carried out as per your bookings with Dave Hickey. General times will be between 10:00am – 7:00pm Friday 26<sup>th</sup> March. Please contact Dave Hickey to organize a time and location.

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

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## Event Safety

### **Pre-Existing Medical Conditions**

All participants and officials 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 Assistant (Scott Bicknell) by email to [scott@bicknellconsultants.com](mailto: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.

### **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 26 March 2021**

Please note that all SLSNZ rules and regulations apply on Friday 26 March 2021, as they do during the event. Please ensure compliance and follow the instructions of Event Management Staff.

### **Return to Shore Procedure**

Situations have arisen in past events where craft and or people have been stranded on the IRB race course in the direct path of rapidly approaching IRB crews, whom are unaware of the hazard that lies ahead due to the inability to see the stranded craft/person due to sea conditions, which poses significant risk to people and craft.

The purpose of this procedure is to put in place systems to help identify these situations and immediately draw competitor's attention to the need to immediately 'throttle back' and precede with caution, in order to prevent potential collisions and harm to people and craft.

1. **EMC/nominated officials** - Upon identifying that a person and or craft are stranded within the race arena, the following actions must be implemented as soon as practicable.
  - a. Have the starter activate the all-round RED flashing light atop of the starter pole.
  - b. Raise and wave a RED flag on shore in the affected lane, in direct line of sight of the returning IRB Driver.
  - c. Raise and wave a RED flag from an attending water safety craft.
  
2. **Drivers** – Upon sighting the red flashing light or waving of a red flag, drivers must throttle back and proceed to shore, unless directed to provide assistance by the designated water safety crew.

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## Code of Conduct

Event Management reserves the right to exclude competitors from further competition for poor or 'un-sportsman 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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## Fuel Distribution

Thank you for your pre order of fuel. 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.

We will be looking at collecting fuel containers for each club during next week in the Otago and Canterbury club areas and will fill these for you on the Friday with your ordered amount. Fuel containers will be able to be collected on the Saturday morning from the Competition Arena.

There are a number of clubs that have over ordered fuel or not ordered fuel which we will call early next week.

Note that we will have a small amount of spare fuel in case clubs require more on the day of racing.

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## Communications

We are now using the SLSNZ App to push messages during events. Download the app using your apple or android apps store and down load for free. Then following the information on the poster attached with this email.

We will also be using the [SLSNZ IRB Facebook](#) page for up to date information along with the [SLSNZ website](#).

<https://apps.apple.com/us/app/slsnz/id1544530476>

<https://play.google.com/store/apps/details?id=com.app.p9345II>

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## Event Management Committee

Event Manager:	Mike Lord
Event Referee:	Dave Bourke
Event Safety Officer:	Felix Cook

Mike Lord  
Sport Development Officer  
Surf Life Saving New Zealand

m 027 457 1025  
e [Mike.lord@surflifesaving.org.nz](mailto:Mike.lord@surflifesaving.org.nz)

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## 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.....

## Missing Person at Sea - Officials Reflex Tasks

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**OFFICIALS'** response and responsibilities.

1. Immediately close and clear the water arena of competitors and craft, by...
2. The continuous sounding of air horns & whistles, and waving of flags to competitors, until all competitors are out the water.
3. With the assistance of supporters immediately clear competitor's equipment from the beach within the affected arena/s then keep supporters and all competitors, who are **not** part of the competitor search party (CSP), out of the affected arena/s.
4. Arena Referees (AR) with assistance of officials and team managers/coaches, assemble the designated CSP into orderly lines, with fins & goggles/masks, ensuring each are "buddied up," and with lifeguard (LG) support, (preferably 1X10). LGs must have fins and a tube.
5. Arena Referees (AR) to 'standby' on their allocated radio channels for instructions from the Event Safety Officer (ESO) who will confirm the location and timing for the deployment of the CSPs.
6. When requested, deploy the CSP to sea, then observe and monitor progress of the CSP and their safety. AR to provide feedback to ESO only where necessary and only as radio traffic permits. AR should continue to 'standby' their radios for further information and instructions.
7. Officials may be called upon by the ESO to call for volunteers, (qualified LGs, whom are competent swimmers, and whom have fins, goggles/mask, and preferably a wetsuit vest) from supporters, who are able and willing to take part in the search upon completion of a suitable briefing, to form supporters search parties (SSP). Officials may only deploy SSP after cleared to do so by the ESO or their delegate, and only when the ESO or their delegate is satisfied that the SSP have been adequately briefed of their roles, safety procedures, and the potential hazards and risks.

## Missing Person at Sea - Managers/Coaches Reflex Tasks

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**

**TEAM MANAGERS/COACHES'** response and responsibilities.

1. Team managers to check that their competitors are all accounted for.
2. Assign only competent lifeguards (LG) to the competitor search party (CSP) with fins and goggles/masks, and direct them to their Coach or Arena Referees (AR) in the affected arena/s.
3. Coaches to report immediately to the AR in their assigned arena and organise their CSP in line/s, ensuring that they are 'paired up' while awaiting instructions from the AR.
4. CSP should be sorted into lines with the most capable athletes closest to the water and least capable furthest from to the water. Coaches to remind CSP that when in the water, searchers will take turns at diving under water to search, while the their buddy makes sure they are safe and that their buddy returns to the surface.
5. Coaches/Team managers must should know the number and names of their CSP prior to entering the water and ensure that they are all accounted for prior to leaving the water and or search party.
6. Team Managers/Coaches and the CSP must follow the instructions of the AR and officials at all times to ensure that the search is implemented in a coordinated manner. If competitors do not feel confident or capable of implementing a search they must withdraw from the CSP, ensuring that they notify their buddy and coach/team manager before leaving the water and or CSP.



## Missing Person at Sea - [Supporters Reflex Tasks](#)

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**SUPPORTERS'** response and responsibilities.

1. Immediately leave the beach area closest to the water, taking all equipment that you can, to provide clear open access to the water arena by officials and search parties.
2. Only re-enter the arena area, if required, to continue to remove craft and equipment from the arena.
3. Then please remain outside the arena and the designated search zone until instructed or permitted to do so by officials or an announcement by the event management group over the public address system.
4. If you are a qualified and refreshed lifeguard, a competent swimmer, and have fins and goggles/mask with you, and preferably a wetsuit vest, you may wish to consider making yourself available, to join a support search party. If you meet all these requirements, please report to an official in the affected arena/s with the equipment detailed above, and follow their instructions as directed.

## Missing Person at Sea - [IRB Reflex Tasks](#)

Upon hearing rescue, rescue, rescue or the continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**IRB CREWS'** response and responsibilities.

1. **One crew** to immediately return to shore and pick up the LKP (pink) buoy and place this at the **Last Known Position** of the missing person.
  2. Once the LKP is in the correct position, the crew person must enter the water with life jacket, at the LKP, and allow themselves to drift in the direction of the prevailing current, while maintaining their distance from the shoreline.
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1. **All other Crews** - Immediately remove all competitors from all arenas, regardless of the race completion.
  2. Position the IRBs on the ocean side of the break zone and LKP and stand by on your assigned radio channel for further instructions.
  3. Monitor progress of the competitor search party in the water, and provide immediate assistance if required.