



**SURF LIFE SAVING**<sup>®</sup>  
NEW ZEALAND



# TEAM MANAGER CIRCULAR

2024 BP NEW ZEALAND  
IRB CHAMPIONSHIPS

## Overview:

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

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## Communications:

Event Management utilise a variety of tools to keep you updated with the latest event information and news.

- [SLSNZ Website](#) - documents
- [SLSNZ IRB Racing Group](#) - photos
- [WAVES - Results](#)
- Team Reach – on the day updates (Download the APP - Groupcode: SLSNZIRBS)

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## Key Times:

### Tuesday 19 March, 2024

Online Briefing: **7:30pm** - [Link](#)

### Friday 22<sup>nd</sup> March, 2024 (Waikouaiti Rugby Club)

Scrutineering: 10:30am until 5:30pm  
Fuel Allocation: 4:00pm until 6:00pm  
Team Managers Meeting: 6:00pm

### Saturday 23<sup>rd</sup> March, 2024

EMC Meeting: 6:30am  
Team Managers Meeting: 6.50am  
Officials Meeting: 7.10am  
Sunrise: 7.42am  
Marshalling: 7:45am (will depend on available light)  
Start Time: 8:00am (will depend on available light)  
Low Tide: 9:06am  
High Tide: 3:15pm  
Prizegiving: 30 minutes after the conclusion of racing  
Fuel Distribution: At the conclusion of prizegiving  
Volunteer Dinner: 7:00pm

### Sunday 24<sup>th</sup> March, 2024

EMC Meeting: 6:30am  
Team Managers Meeting: 6.50am  
Officials Meeting: 7.10am  
Sunrise: 7.44am  
Marshalling: 7:45am (will depend on available light)  
Start Time: 8:00am (will depend on available light)  
Low Tide: 9:43am  
High Tide: 3:52pm  
Prizegiving: 30 minutes after the conclusion of racing

## Key Officials & Volunteers

Event Manager – Lewis McClintock  
Event Referee – Richie Whinham  
Event Safety Officer – Scott Weatherall  
Water Safety Coordinator – Seth McPhee  
Scrutineers – Dave Clarke & Dave Hickey  
Event Admin – Michelle Newton

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## Entries & Divisions:

Division	Assembly	Tube	Mass	Single	Teams
<b>U19 M</b>	19	19	19	19	
<b>U19 F</b>	20	20	20	20	
<b>U23 M</b>	19	18	19	19	
<b>U23 F</b>	15	15	15	15	
<b>O M</b>	21	27	30	21	39 (OM/OX)
<b>O F</b>	12	13	14	12	19
<b>M M</b>	10	0	0	10	
<b>M F</b>	3	0	0	3	

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## Event Format & Programme:

The final format & draws will be dependent on the prevailing conditions and will confirmed at the Team Managers Meeting.

### Intended Order of Racing:

Tube  
Assembly  
Teams Heats  
Mass  
Single  
Teams Finals

### Formats:

All divisions will progress from heats to semis to finals except:  
Masters Female (3) – straight finals  
Masters Male (10) – heats to finals  
Open Female (12-14) – Heats to finals

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## Incident Reporting:

It is a requirement under Section 31 of the Maritime Act that if an IRB rolls, collides with another vessel, or if someone falls out, it is the responsibility of the driver to report this to Maritime NZ. For SLSNZ, we ask that the driver reports this via the Vessel Notification Form through sitedocs, which will be directed to the SLSNZ Health & Safety Advisor for formal notification to Maritime NZ.

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## Fuel

Clubs have been allocated **10** litres of fuel per team entered for the weekend.

Fuel collection times are as specified in event timings above.

A re-fuelling station will be set up with a SOPEP oil/petrol spill mat, warning signs, and a fire extinguisher. There is to be no re-fuelling of bladders in club tents on the beach.

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## Trophies:

Any outstanding trophies are to be returned at the Team Managers meeting. Trophies will be presented to clubs, but they will need to sign an acceptance form to ensure their safe keeping.

Trophies to be returned include.

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## Gear Trailers:

Gear trailers may be dropped off from 10:00am on Friday 22<sup>nd</sup> March.

Any equipment that needs to be towed onto the beach needs to be secured to a suitable beach trailer. As per our council event permit, the only vehicles to drive onto the beach are the ones that have been registered in the permit including the SLSNZ Utes, can ams and tractor.

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## Security:

Roaming security will be on each night Friday to Sunday from 6:00pm – 6:00am but 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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## Health & Safety:

### **Preparation:**

Please come prepared for a typical outdoor beach environment, ie: food, water, shade, sunscreen and appropriate clothing for the time of year.

### **COVID 19 & other illness**

If sick, please do not attend the event and follow Ministry of Health guidelines.

### **Competitor, 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.

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

### **Warm Ups**

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

### **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.

### **Competition Safety Plan**

A Competition Safety Plan will be completed and available for viewing at the event.

One key section of the Competition Safety Plan is the [Missing Competitor at Sea – Emergency Response Plan](#) and the roles and responsibilities of Officials, Team Managers, Competitors, Management and Event Safety Team will be outlined during briefings

This is a hugely important plan to understand and know where you can assist as time is critical when dealing with a missing person in the sea.

### **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 to the Event Manager prior to the close of entries.

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. It is important to note that that a pre-existing medical condition includes a **concussion event** that has occurred prior to this event. These forms are available through the website [here](#).

### **Concussion Protocol**

1. Any person diagnosed with concussion within the 23 days (21 days for over 19 yrs) preceding a SLSNZ event or activity, who is not able to provide evidence of a Graduated Return to Play (GRTP), and provide a medical diagnosis and SLSNZ Medical Clearance, will not be permitted to compete in a SLSNZ event.
2. Any person observed or reported to have been unconscious during a SLS event is not permitted to participate in any further SLS event or activity, pending participation in a 23 day GRTP (21 days for over 19 yrs), and provide a SLSNZ Medical Clearance before further competition is permitted.
3. Any person suspected of a concussion during a SLSNZ competition may not participate in any further races for at least 24 hours, and must provide SLSNZ with the required SLSNZ Medical Clearance before further participation is permitted.

4. Any person suspected or diagnosed with concussion who wishes to return to a SLSNZ competition must provide SLSNZ with a copy of a SLSNZ Medical Clearance, which is to be completed by a medical practitioner, prior to returning to competition.

### Environmental Protection

Help SLSNZ and its clubs protect and conserve our beaches and coastlines. Utilise tracks and stay off dunes, stay away from marine and bird life and make sure all rubbish is placed in the bins supplied or taken with you.

### Club Entries:

Club	MM	MF	OM	OF	U23M	U23F	U19M	U19F	Total
Baylys Beach SLS					1	1	1		3
Bethells Beach SLSP			1			1		2	4
Brighton SLSC	2				1		1		4
East End SLSC			3		1	1		1	6
Kariaotahi SLSC			2	2		1			5
Nelson SLSC			1	1				1	3
North Beach SLSC	1		1	1				1	4
Ocean Beach Kiwi			1	1					2
Omaha Beach SLSC							1	1	2
Omanu SLSC							1		1
Opunake SLSC					2	1	2	2	7
South Brighton SLSC					2		3		5
Spencer Park SLSC				1	2			1	4
St Kilda SLSC	3	2	2	2	2	2	1	2	16
St Clair SLSC	3	1				1		2	7
Sumner SLSC			1	1	2	1	1	1	7
Sunset Beach LS			3	2	2	1	2		10
Taylors Mistake SLSC	1				1	1	1		4
United North Piha								2	2
Waikanae SLSC			1		1		1	1	4
Waimarama SLSC			2			1	2	1	6
Waipu Cove SLSC					1	1			2
Warrington SLSC				1	1	1			3
Fitzroy SLSC							1	1	2
Waihi Beach			1			1	2		4
Kirra SLSC (AUS)			2						2
<b>Total</b>	<b>10</b>	<b>3</b>	<b>21</b>	<b>12</b>	<b>19</b>	<b>15</b>	<b>20</b>	<b>19</b>	<b>119</b>

### Contact:

If you have any queries or concerns regarding the event, please contact:

#### Lewis McClintock

National Sport Manager/New Zealand IRB Championships Event Manager  
Surf Lifesaving New Zealand

[Lewis.mcclintock@surflifesaving.org.nz](mailto:Lewis.mcclintock@surflifesaving.org.nz)

Site Plan:

Please note that the Site Plan is subject to change due to a dependence upon the number of entries and surf/weather conditions.





Podium &  
Prizegiving  
Area

Scrutineering

Event  
Management/  
Logistics  
Parking

Trailer Parking

Car Parking

Washdown