

Information for event organisers

Hoe Tonga Paddler Series



Key features:

- 4-5 events in total between June and September, preferably in different locations
- Aim to be home by no later than 1pm, so limit to a couple of races. First race at 8.30am, second at 10am (eg first race: W6 Women/Men/Mixed; second race: Junior and Novice)
- W1 race is optional; if held it could be last race of the day as the focus is on W6 primarily (decision on whether to offer to be made by event host)
- Key focus on novice participation (to not only gain new members and build race experience, but also to enable some fundraising by the organising club)
- \$30 per senior paddler (including novice), \$20 per junior paddler

Role of Hoe Tonga:

- Advise event format
- Set event dates, and publish race series information
- Promotion of series on website and facebook
- Loading race info on website (to be supplied by clubs)
- Loading results on website (to be supplied by clubs)
- Organise the invoicing of clubs for their paddler fees, forward fees (minus the Hoe Tonga take) to the event organiser/club

Role of clubs:

Prior to race

- Check relevant race organisation processes and check-lists already available (don't reinvent the wheel), see www.hoetonga.co.nz
- Ensure you develop a budget for the race - est. Income and Expenses
- Develop an Operations and Safety Management plan for their event (templates available on WANZ website)
- Contacting local council and Harbour Master to make event application (see City/District Council and Regional Council for relevant contact details and processes)
- Organising sanctioning (<http://wakaama.co.nz/pages/view/16>) – this features liability insurance from WANZ and is excellent value. This is a key condition for any event in the series. All sanctioning information can be found here. Once the event is sanctioned the club is then invoiced for the sanctioning fee (payable by club). The fee for a Level 2 Event is \$100 plus GST
- Attaining relevant permits (if applicable)

- Keeping an eye on entries – this will determine the number of support boats needed
- Involving the club and allocating jobs for race day
- Organising canoes (if teams are travelling from far away or another town)
- Organising Safety Boats
- Contacting stakeholders in the area about the event (eg other sports that use the same waterway)
- **Provide relevant detailed race info to Hoe Tonga (at least 4 weeks prior to race)**, so that it can be loaded on the regional website (eg confirm event schedule if different from default provided in Hoe Tonga material, confirm event day in light of weather forecast, etc)

On race day

- Set the course
- Registration of paddlers
- The weather – contingency course in place as back up
- First aid
- Manage and provide volunteers
- Manage and provide support boats
- Manage safety on and off the water – as per operation and safety plan
- Carry out safety checks (see WANZ safety check form template)
- Get teams to sign their waivers (see WANZ safety check form template)
- Ensuring the WANZ Race Rules are upheld
- Record results (and provide to Hoe Tonga following the race)
- Provide a brief post event report (lessons learnt, can be 1 page) to HT and WANZ. De-briefing and reporting after each event helps the club highlight areas for improvement which can be implemented in future events in the series.

Divisions and race distance:

- Distance: 12-15km for senior paddlers, up to 8km for novice and junior paddlers, only low risk courses within the confines of the respective harbours, lakes or rivers in order to encourage participation
- If offering W1 races, distance should be no more than 8-10km
- 12-15km Men, Women, Mixed (Open to Golden Master)
- Up to 8km Novice (any mix of gender and ages per team) and Juniors J16 & J19

Typical event programme:

7:00am	Venue and team registration open
8:00am	Safety boat briefing
8:30am	Karakia and briefing for race 1
8:45am	Start of short course (race 1), including W1 if offered
10:30am	Briefing for race 2
10:45am	Start of long course (race 2)
12:30pm	Pack up

- The programme shown here is guide only! The race programme for each event may differ to the below, and may not be confirmed until entries have been received.
- If there are changes to the default time frames, this will be notified in the race specific pānui by the host club before each race, and posted on the Hoe Tonga website.
- Where a club offers an additional W1 race, for experienced paddlers only, this may be run at the same time as the short course (albeit the start may be offset by 5min to avoid congestion).

Course Maps:

- Course Maps must be provided by clubs and include two options for each distance and issued along with the race information pack to all teams entered.
- Courses must be designed with weather conditions in mind and provide a safe and enjoyable option for all participants.
- Should weather conditions on the day be unsuitable the race organisers will ensure they met Waka ama NZ parameters as indicated at the time of sanctioning (sanctioning conditions).

Entry & Entry Fees:

- Per paddler entry fee (\$30 for seniors and novice seniors, \$20 for Juniors)
- Hoe Tonga to take \$7 per paddler to help pay for associated costs with its role, see above
- All paddlers must be affiliated in order to race, no exceptions
- The online entries are set up the same for every event in the series.
- All paddlers must be affiliated in order to race. After the entries close Waka Ama NZ will send through a full list of all the entries in a spreadsheet. (Club to keep in contact with admin@wakaama.co.nz.)
- Senior paddlers are encouraged to assist novice teams (eg by steering) in the short course. There is no extra cost for senior paddlers also competing in the short course event.
- Entries are to be done online only, by clubs (club coordinators). Clubs will be invoiced for team entries. This is the same system used for most events around New Zealand, including the Sprint and Long-Distance Nationals. Entries for each

individual event will close on Saturday the week before the event. This is to ensure the club has time to get all details confirmed (eg safety boat numbers).

- Late entries will not be accepted. The team roster (specifying which paddlers will compete in each team) has to be completed online by the day before the race (normally Friday, via the respective club).
- There are no refunds once entries have closed. Clubs (and their teams) will be required to pay the full amount as per the entries received by the deadline.

Other:

- Host club could provide hot soup and bread at the end of each race.
- Entries are open to clubs from outside of the region.