

# v2

## Information for event organisers

### Hoe Tonga Paddla Series

#### Key features:

- 4 events in total between May and September (3 in Porirua and/or Wellington, 1 in Whanganui) – in the lead-up to the Long Distance Nationals 2017 in mid-October 2017.
- Usually a club would host each event.
- Aim to be home by no later than 1pm, so limit to two W6 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)
- \$25 per senior paddler (including novice), \$15 per junior paddler

#### Role of Hoe Tonga:

- Develop and design event format
- Set event dates, and publish race series information
- Promotion of series on website and facebook
- Organise prize giving at end of series (usually at the end of the last race of the series)
- Organise sponsors and prizes for series winners, including spot prizes based on participation
- Keep record of points (W6 teams will accumulate during the series for participation)
- Loading race info on website (to be supplied by clubs)
- Loading results on website (to be supplied by clubs)
- Supply race numbers (self-adhesive)
- Where able, Hoe Tonga will endeavour to offer, supply and manage Yachtbot trackers ([www.yacht-bot.com](http://www.yacht-bot.com)) for each race (organisers know where teams are for safety reasons, supporters can follow the race live), if club wishes to utilise this option. Note that the region owns 15 trackers, so up to 15 teams can be tracked per each separate race.
- 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](http://www.hoetonga.co.nz)
- Develop an Operations and Safety Management plan for their event (drafts available on HT and NKOA 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 NKOA 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 is \$65 plus GST, this is lower than usual because it is a 'Series' fee.

- 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)
- Confirm with Hoe Tonga whether the club wishes to use [www.yacht-bot.com](http://www.yacht-bot.com) trackers to track teams (club will need to advise Hoe Tonga of all entries, preferably no more than 15 teams per race as there are only 15 trackers) – subject to availability

#### 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 safety check form provided by Hoe Tonga)
- Get teams to sign their waivers (see waiver provided by Hoe Tonga)
- Ensuring the NKOA Race Rules are upheld
- Record results (and provide to Hoe Tonga following the race)
- Clubs could use the Pocket Pro Timing system for results and the following link shows how to use this system. The online entries link to the timing system so it makes for very easy use. <http://wakaama.co.nz/pages/read/1003581>
- Provide a brief post event report (lessons learnt, can be 1 page) to HT and NKOA. 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:

- 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
- The Distances for the Series stay constant.

#### Entry fees:

- Per paddler entry fee (\$20 for seniors and novice seniors, \$10 for Juniors)
- Hoe Tonga to take \$5 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](mailto:admin@wakaama.co.nz).)

**Points:**

- Throughout the series Clubs/Teams accumulate points for each race.
- With the online entry system, each team entry must include the paddlers in that team. Paddlers go in the draw for spot prizes at the prize giving (based on their online entries – this is why it is crucial that clubs fill all their team rosters)
- Teams are allowed to join the series at any time throughout the series.

**Other:**

- There is no prizegiving on the day (to be done at the end of the series)
- Host club could provide hot soup and bread at the end of each race.
- Entries are open to clubs from outside of the region.