



# AROCA Managers & Volunteer Information



**Auckland Region W1 Trials**  
January 8<sup>th</sup> & 9<sup>th</sup> 2022



# Welcome To The Team

*“To lead, Inspire and Promote the sport of Waka Ama within the Auckland Region”*

**AROCA** is the regional association for Waka Ama and related activities in the Auckland Region and was originally incorporated in 1995. We are currently the 2nd largest Region in New Zealand.

**Our** main objective is to lead the development, practice and promotion of Waka Ama within the Auckland region and to do so in a manner that is consistent with the requirements of Waka Ama NZ.



## Our Values Are

Manaakitanga-Whanaungatanga-Hauora-Tu Tangata-Wairuatanga  
Encourage-Belonging-Wellbeing-Integrity-Spiritual Wellbeing

Supported by the Auckland Council Regional Grants



## Checking in to the site

**For our event to run, everyone 12yrs 3 months and above must be fully vaccinated**

You must have your covid pass ready, QR scan onto site and wear a mask

The volunteers at the gate will also ask you if have any symptoms or are feeling unwell

They will also check you off on the race schedule to ensure that you have arrived for the correct race.

# How to check-in safely



Wear a face covering at all times



Scan in with the NZ COVID Tracer app



Have your Vaccine Pass ready to be scanned



Keep 1 metre physical distance from others



**Feeling unwell? Get a test.**  
Visit [Covid19.govt.nz](https://www.covid19.govt.nz) for testing locations.

Find out more at [Covid19.govt.nz](https://www.covid19.govt.nz)

Te Kāwanatanga o Aotearoa  
New Zealand Government

Unite  
against  
COVID-19



## Event Information

Race Date: 8<sup>th</sup> & 9<sup>th</sup> January 2022  
 Location: Sylvan Park, Lake Pupuke, Milford  
 Events: W1 Events

## Key Event People

Race Directors: Louise Henderson  
 Admin/Registration: TBA  
 Protest Officer: TBA  
 Accounts and Admin: Tania Albert  
 Loading Bay & Marshalling: TBA  
 Head Announcer: TBA  
 On the Water Chief: Sharon Hawke  
 Event Liaison: Tania Albert  
 First Aid/Medic: Te Aroha Devon

## Parking

Waka trailers & vehicles will have allocated parking  
 W1's will have an allocated offload area

Parking is available on site for all volunteers (#11), first in first served, gates will be open at 6am as organised with the council.

There is selective parking on Sylvan Park Rd and Pierce Rd.

### AROCA REGIONAL SPRINT SITE PLAN 2021





## Security

Security will be on site Friday & Saturday from 6pm to 6am.

We will have the assistance of The Maori Wardens from 7am until the last race of the day

## First Aid

There will be a dedicated first aid person on site based at Admin

If you or your whānau are unwell, the best ways to get support are:

call your family doctor – for advice or information 24 hours a day, 7 days a week.

### Call Healthline free on 0800 611 116:

if you don't have a family doctor

if you're feeling unwell but you're not sure if you need to see a doctor

for advice about what's happening for you and next steps

if you want some advice about a family member or a friend who's sick (if you are with them)

if you want advice on finding services near you - you can also check [www.healthpoint.co.nz](http://www.healthpoint.co.nz).

if it's a medical emergency – call 111.

A medical emergency includes chest pain or tightness, difficulty breathing, choking, severe bleeding or bleeding that won't stop, sudden weakness or difficulty talking, fainting or unconsciousness.



Accident\_Injury  
Reporting.docx



Accident\_Injury  
Form.docx

## Lost Children/Child Protection

Please see the following documents



Child Protection  
Policy.docx



Lost Child  
Procedure & Form.d

## Lost Property

If you find any lost property, please return it to Admin and if you are looking for something, we are happy to make announcements for you.

## Rubbish

We will be using the 3-bin method for rubbish as requested by council, please ensure you put your items in the correct bin and do not leave rubbish lying around. Volunteers will be monitoring the bins.

## Admin

If you have any queries at all please go to Admin. The admin team will do their best to help you and if they don't have the answer they will try and find it from someone who does.

## Results

There will be no paper results this year so that we can reduce crowd congregation and save paper.

## Number Holders

There will be a limited amount available, please ensure you have your own if possible.



## WIFI Results

If you have an IPAD or Phone with internet access, you will be able to access WIFI results throughout the racing. The link is <http://liveresults.co.nz/>

## Bad Weather

Should we experience unsafe conditions we will halt all racing until those conditions have passed. This is the call of the race director. There will be no racing in the dark.

## Race Course

The lanes will be laid out to suit W1 racing only

We will be trialling the use of colours instead of numbers on our waka this year

Lane 1 - Red	Lane 4 - Blue
Lane 2 - Green	Lane 5 - Yellow
Lane 3 - Orange	Lane 6 - Purple

Lanes 1 – 3 will line up to the left of the centre buoy (Red, Green, Orange)

Lanes 4 – 6 will line up to the right of the centre buoy (Blue, Yellow, Purple)



## Race Rules

Please ensure you are familiar with the race rules. The latest race rules can be found here <https://www.wakaama.co.nz/pages/read/1005147>

## House Keeping

Take care of your stuff

Please look after your belongings, do not leave valuables inside tents.

## Respect of the Venue

Please respect the venue, nobody wants to see any tagging or vandalism and we would like to leave the venue the way we found it. Keep areas clean.

## Cleaning Guidance

Item	General Requirements
General	<p>Cleaning is best achieved using a general purpose detergent and warm water.</p> <p>If disinfection is required, then the item and/or surface must be cleaned before a disinfectant such as household bleach is applied.</p> <p>Staff should thoroughly clean and disinfect their work area before and after use each day.</p> <p>Minimize equipment sharing and clean shared office equipment, break room equipment and electronics between uses by different people.</p>
Equipment	<p>Use disposable cloths where possible and dispose of them after use.</p> <p>Reusable cloths should be laundered daily on a hot wash cycle (at least 60°C) in a washing machine and then tumble-dried.</p> <p>Mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.</p> <p>If you do not have a washing machine, cloths and mops, following usage, should be cleaned thoroughly with warm water and detergent and then disinfected using a low concentration of household bleach, rinsed and air dried.</p> <p>Buckets should be emptied after use, washed with detergent and warm water and dried.</p> <p>Separate cloths should be used for cleaning the toilets and wash hand basins to reduce the risk of spreading germs from the toilets to the wash hand basins. Consider a colour coding system for cloths.</p>
PPE	<p>Minimum requirements: Uniform which is removed and frequently washed, and household gloves for all cleaning tasks. A face covering should be worn where a physical distance of 2 metres from other people cannot be maintained.</p> <p>Additional requirements: Surgical mask and plastic apron when engaged in cleaning after a suspected case.</p>
Schedule	<p>A written cleaning schedule, such as the sample checklists below, should be available</p> <ul style="list-style-type: none"> <li>- Item(s) and area(s) to be cleaned;</li> <li>- The frequency of cleaning;</li> <li>- Cleaning materials used;</li> <li>- Equipment to be used and its method of operation;</li> <li>- Written cleaning schedules should be available and should be monitored to ensure that they are adequate and are being followed.</li> </ul>
Waste Management	<p>Increase the number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.</p> <p>Ensure waste bins are not overflowing.</p> <p>Use pedal/no-touch bins where possible.</p> <p>Waste material produced during general cleaning should be placed in the general waste stream.</p> <p>All contaminated waste (including disposable cleaning equipment) must be double-bagged and securely stored for 72 hours before entering the general waste system.</p>
Ventilation	<p>Improve ventilation where possible by opening doors and windows. This will also reduce contact with door and window handles.</p> <p>In the event a suspected or confirmed case of COVID-19 has been in a specific location (e.g. office space, canteen/break areas, restrooms), this should be firstly well ventilated with fresh air for minimum of 1 hour prior to cleaning.</p>
Clutter	<p>Remove unnecessary clutter to facilitate cleaning and reduce the number of touch surfaces.</p>



## Operational Components during the Event

### Announcements

There will be minimum race announcements as there will only be 1 division on site and paddlers will be marshalled into their races at stage 1

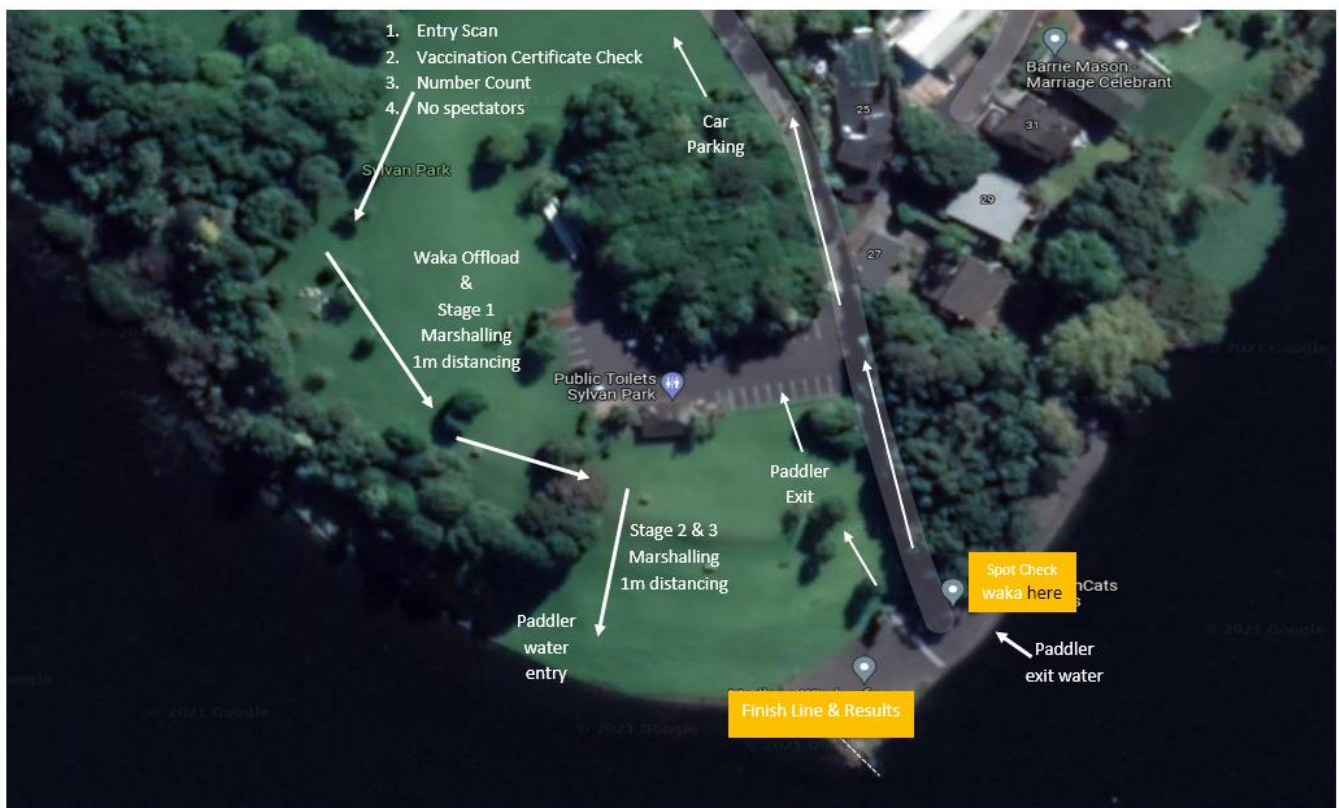
If you have any announcements that you would like called out over the loud speaker system please go to Admin and they will pass the message on to the Announcements team

### Marshalling

This will be conducted in 3 stages

- At Marshalling you will be asked to line up for your race and in your lane and keep to 1m distancing at all times, please leave your mask on until you are on the water
- You may have 1 support person with you who can go through marshalling with you and the wait at the finish line for you to finish your race.
- If you are sharing a waka, please let the Marshalling team know and follow their directions
- Stage 1 is where you will offload your waka and be checked off as present
- Stage 2 is where you will wait in your lane, when all six of you are there, you will progress to stage 3
- Stage 3 is the final check before you head down to the loading bay

#### AROCA REGIONAL SPRINT SITE PLAN 2021







## Loading Bay & Finish Line Process

- Once the paddler has gone through marshalling, the paddler cannot leave the area
- There are port-a-loos provided in the loading bay area.
- Paddlers must know their race number and lane and follow directions
- The Loading Bay volunteers will inform the paddlers when it is their turn to load out.
- Highest number lanes load out first (as they have the longest distance to paddle to the correct start position).
- Please be careful on the pontoons. They are slippery when wet.
- Do not take valuables down to the Loading Bay. There is no-one charged with watching your stuff while you are racing.
- On finishing races, paddlers are expected to continue paddling through to the Marshalls waiting to assist you with your exit at the other end of the course
- Do not stop on the finish-line and dawdle, you will be in the way for the next race start and cause annoyance.
- You may be asked to take your waka to the scales to be weight checked, these checks will be random.
- Camaraderie and accolades (Hi-5's, hugs etc) should be avoided
- If your waka is not being used in another race, proceed up the driveway to where your vehicle is parked and leave the venue as soon as practicable
- As soon as one division is completed the next division will be allowed on site

## Race Starts (Waka Ama Rule 14)

Competitors must be present at the start line for their race as shown on the program. Starting signals shall be given regardless of absentees.

Official boats shall not assist, except in case of an emergency such as a capsize or where officials consider that midget and intermediate paddlers may get into trouble if no assistance is rendered.

The start shall be controlled by the starter(s). There shall be an aligner, located on the side of the race course, and the flag holder, located in a boat in the middle of the course approximately 60 metres in front of the start line.

The order of the start is as follows:

- a. Raising of the white flag indicates the race is in the aligner's control and competitors should move up to the false start line
- b. Raising of the red flag by the starter indicates to paddlers that they must head to the start, stop, hold and align
- c. Raising of the green flag by the starter indicates the start of the race.

If the bow of a waka is across the start line at the raising of the green flag this shall result in disqualification or time penalty

If the starter raises a black flag during the starting procedure, this indicates that an infraction exists and the bow of at least one canoe is across the start line.

Competitors will be given the opportunity to line up correctly. If, after a reasonable time, the infraction has not been corrected (in which case the black flag will not be lowered), the race may be started, resulting in disqualification or time penalty of those canoes that caused the infringement.

If conditions do not permit the starter to align on the marked start line, competitors shall be informed before each race.

Not following starter orders will result in disqualification or time penalty  
Should a re-start be called, competitors are to return to the false start line and follow the starter's instructions.

## START RULE EXPLANATION

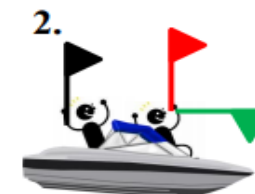
Every race will approach the false start line and start line the same.

- ◆ Just as normal the **WHITE FLAG** will be used to signal to the Waka they are aligned and to proceed to the false start line.

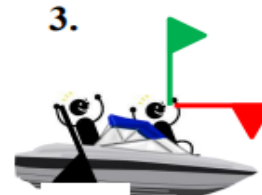
1. As per normal once the Waka are aligned on the false start line the **RED FLAG** will be raised to proceed to the start line.



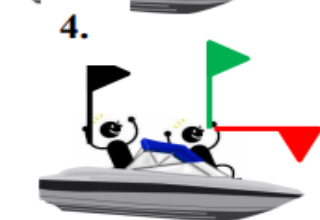
2. If during this time at least the bow of **one** canoe is over the start line – the **BLACK FLAG** will be raised.  
*(This allows for canoes to correct themselves if they find they are over the start line.)*



3. If the canoes are corrected the **BLACK FLAG** will be lowered and the **GREEN FLAG** will start the race.



4. If after a reasonable amount of time the canoes have not been corrected the **BLACK FLAG** will remain raised and the **GREEN FLAG** will then start the race.



This makes it clear:

- If the **BLACK FLAG** is **lowered** when the **GREEN FLAG** is raised – *No teams will be disqualified for START LINE FAULTS*
- If the **BLACK FLAG** is raised and then **remains risen** as the race starts – *There will be at least one team disqualified for a START FAULT.*

### Race Start Procedures

**White Flag** – Move up to the False Start Line and HOLD

**Red Flag** – Move up to the Start Line and STOP

**Green Flag** – Race starts

NOTE: These are flags, not verbal instructions



## Intermediate W1 support paddlers

Please ensure you DO NOT cross the fluorescent Orange 15M buoy line before the finish line. WANZ Rule 16.3 Support paddlers in W1 may follow or paddle alongside (not lead) midget or intermediate

Support paddlers following or paddling alongside midget or intermediate crews or paddlers shall not cross the 15m buoyed line from the finish line before the end of the race, otherwise the respective club shall be fined \$100.00.

## Safety

Please ensure paddlers are wearing their flotation device.

From the Waka Ama NZ race rules:

Flotation devices: WANZ Rule 21.8 Flotation devices: All Midget and Intermediate competitors must wear Maritime New Zealand (MNZ) approved non inflatable flotation devices regardless of swimming ability.

## Uniforms (Waka Ama Rule 11)

- Uniforms must be worn when entering the marshalling area and remain on until the completion of the race.
- Paddlers can wear caps or sunglasses
- Paddlers may wear weather appropriate additional clothing underneath

## Disqualifications

If a W1 paddler is Disqualified (DQ'd) they have 15 minutes to protest this DQ from the time the result was posted on the results board.

There is a protest form at the back of this booklet for you to use should you require one see [Appendix A. The protest procedure extracted from the NKOA race rules](#)

## Protest Process

1. If you wish to protest, you must go to Admin and request a protest form. You must be absolutely sure your protest is necessary and your reasons are valid.
2. For this event individual paddlers may lodge a protest along with a support rep which may be one of the volunteers on site at the time.
3. The protest form is to be completed in full.
4. A protest must be submitted in writing no longer than 15 minutes after the result is posted on live results
5. The cost of lodging a protest is \$100 This must be paid with the protest form to the Protest Officer
6. The Protest is actioned and data is gathered about the protest, video footage is checked
7. The Protest Officer will then make the decision based on the facts and evidence presented.
8. The response is provided back to the Individual
9. If the protest is upheld, the fee is refunded and the necessary action is taken.
10. If the protest is declined, the fee is held and the results remain the same.
11. The protest is signed off and filed.



## Appeal Process

1. Appeals must be lodged within 15 minutes of the Protest process being completed.
2. The Appeal form is to be completed and you must have valid reason to pursue an appeal
3. The cost of an appeal is \$100.00. This must be paid with the Appeal Form.
4. The appeal is actioned and evidential data is reviewed by the appeals committee
5. The decision is made by the Appeals Committee.
6. The response is provided back to the Individual
7. If the Appeal is upheld, the fee is refunded and the necessary action is taken.
8. If the Appeal is declined, the protest decline stands.
9. The Appeal is signed off and filed.

## Protest Queries

- If you wish to query a DQ, you may do so.
- You may ask 1 or 2 questions on the DQ. Every effort will be made to provide valid reasons for the DQ
- If you do not find the answer suitable, you will be asked to lodge a protest.

## Protest Checklist

- Check the results and the team has been DQ'd?
- Individuals can lodge an initial query.
- If there is a DQ, is the reason supplied on the results sheet sufficient?
- Have you checked the rules?
- Have you a valid reason after checking the rules?
- Are you still within the timeframe to lodge a protest?
- Your club should have a volunteer on site who can also be the support person

## W1 Information

Quota for W1 - Regions are allocated 4 entries for each race division, plus extra quota for having finalists in the previous year's Nationals.

Division	Men	Women
Intermediates	5	6
J16s	9	7
J19s	10	8
O23s	8	9
Premier	7	6
Masters	7	6
Senior Masters	6	8
Golden Masters	7	7
Master 70s	6	8
Master 75	6	6
Master 80	6	6



## W1 Weigh In process

- There is no restriction to the amount or type of W1 that can be used for this event.
- W1 will not be pre-weighed but may be spot checked after the race
- The location of the weighing will be where waka exit the water
- It may be a good idea to clean your waka before you bring it to the lake

## Waivers

Waiver forms must be filled out prior to the event, cut off 31/12/21, please use the link below.

<https://form.jotform.com/tarnzalbert/aroqa-individual-waiver-form>

## The W1 Dash

The dash will still be held subject to time and weather conditions. Note: this is not a worlds event.

- Open category and J19 category (Men and Women)

## Progressions

There will not be any progressions this year

## Prizegiving

There will not be a prizegiving this year

## Volunteers

The event would not be possible without the assistance of volunteers

Coffee, tea, water and food will be provided on both days for all of our volunteers.

Please register your interest by filling in the form in the link below

<https://form.jotform.com/tarnzalbert/volunteer-registration-form>





## PROTEST and QUERY FORM

Tick which one applies:

**General Query**

**DQ Query**

**Protest**

(Incurs 100.00 payment)

Receipt details:

Lodged by: (Club Name):

Team/Paddler:

RACE NO:

LANE NO: (if known)

Enter description of query/protest:

Club Co-ordinator:

Date/Time:

Write name here: \_\_\_\_\_

Signature: \_\_\_\_\_

Decision/Response:

Affected Club Co-ordinators notified: 1<sup>st</sup> call made:

2<sup>nd</sup> call made:

3<sup>rd</sup> call made:

Affected Club Co-ordinators advised of action taken:

Accepted by Affected Club Co-ordinators: Signature \_\_\_\_\_

OFFICE USE ONLY

COMPLETED DATE/TIME:

QUERIES CO-ORDINATOR  
(Sign-off)

Note: Due to Covid conditions, Individuals may lodge a protest directly