



**wakaama**  
Aotearoa New Zealand

# AOTEAROA

PUKAPUKA ARATOHU  
HANDBOOK



INTERNATIONAL VA'A FEDERATION  
WORLD SPRINT CHAMPIONSHIPS

13 - 24 AUGUST 2024  
HILO, HAWAI'I



**waka ama**  
Aotearoa New Zealand

## KARAKIA

### TAKUTAKU – TE PŪ

Te Pū

Te More

Te Weu

Te Aka

Te Rea

Te Wao Nui

Te Kune

Te Whē

Te Kore

Te Pō

Ki ngā tāngata Māori

Nā Rangi rāua ko Papa

Ko tēnei te tīmatanga o te ao

## INTRODUCTION

This pukapuka aratohu (handbook) is for the Aotearoa team travelling to the IVF World Sprint Champs in Hilo, Tue 13th Aug - Sat 24th Aug 2024. This pukapuka aratohu contains a summary of information for paddlers, coaches, and managers relevant to the event logistics. This also includes general information for any whānau and friends travelling to Hawaii to support our contingent. Any updates during the event will be communicated directly to managers from the area coordinators.

## GENERAL INFO

### Waka Ama NZ Contacts

Jo Thompson	Area Coordinator	021 241 1420
Debbie Sellar	Area Coordinator	027 548 4613
Lara Collins	IVF President	027 548 4612
Tara Ikinofu	Social Media/Media	

- Please direct all communication to the area coordinators (ACs).
- If you have any questions, contact [worlds@wakaama.co.nz](mailto:worlds@wakaama.co.nz)
- In Hawaii, the best contact method is messenger or call/text to ACs.
- ACs will add managers to a messenger group chat.
- Tara will be monitoring general media and social media for WANZ. Please advise Tara if you do not wish to be in any WANZ photos/videos/social media content.

Please Note: Waka Ama NZ Chief Executive Lara Collins will also be operating in her official role of President, International Va'a Federation.

## Hawaii Contacts

Emergency (ambulance, police, fire) 911 or +685 911  
Non emergency for Hawai'i Police (808) 935 3311  
Non- emergency for Hawai'i Fire department (808) 961 8336  
More info on other services here: [Urgent Care medical Center](#) Urgent Care Hilo (808) 969 3051  
[Emergency Department](#) at Hilo Benioff Medical Centre (808) 932 3900

## Social Media

### Waka Ama NZ

[Waka Ama NZ Facebook](#)

[Waka Ama NZ Team Facebook](#)

[Waka Ama NZ Instagram](#)

[Waka Ama NZ Team Instagram](#)

### Event Hosts (Hawaii Canoe Racing Association)

[Event Website](#)

[Event Facebook Page](#)

### International Va'a Federation

[International Va'a Federation Facebook](#)

[International Va'a Federation Instagram](#)

[International Va'a Federation Website](#)

## Athlete Declaration

Every participant will need to complete and sign the electronic Athlete Declaration Form that includes, amongst other things, the IVF anti-doping declaration component. The waiver is to be completed electronically by individuals. Participants who are under 18 will require a parent or guardian to complete the form. This needs to be completed by 1 August 2024.

**Complete the form here:** [Athlete Declaration Form](#)

## Waka Ama NZ Club Code of Conduct

Club managers have signed this Code of Conduct on behalf of the club paddlers, coaches, managers and supporters.

This Code of Conduct takes effect from the time your club and teams depart from Aotearoa to the conclusion of the World Sprint Champs event. It is in line with the [Waka Ama NZ Code of Conduct](#). The agreement outlines expected behaviours while travelling and participating as a New Zealand contingent. You are not only representing your Aotearoa and Waka Ama NZ, but your whānau and friends too.

Please respect your surroundings, including equipment, canoes, facilities, and our hosts in Hawaii. It is the team's responsibility to ensure that all individuals travelling under the umbrella of Aotearoa are aware of and have read the code of conduct and its consequences.

A copy of the Code of Conduct can be found here: [Waka Ama NZ Club Code of Conduct](#)

### Breaches of the Code of Conduct

Please remind those travelling as members of your clubs and teams, that they are not only representing themselves but Aotearoa Waka Ama, our clubs, whānau and wider communities. Please respect your surroundings, including equipment, canoes, facilities, and our hosts in Hawaii. It is the team's responsibility to ensure that all individuals travelling under the umbrella of Aotearoa are aware of and have read the code of conduct and its consequences.

If a paddler or member of the Aotearoa wider contingent is alleged to have breached the Waka Ama NZ Code of Conduct or International Va'a Federation Code of Conduct or witnessed what they think may be a breach by and Aotearoa contingent member - please contact [worlds@wakaama.co.nz](mailto:worlds@wakaama.co.nz) and include all necessary information including

- Date of breach
- Time
- Location
- What happened
- Who was involved

If you are in doubt or need any guidance please contact the Area Coordinators to discuss. This code of conduct applies for the duration of your travel including outside of the event.

### Hawaii minimum drinking age - 21 years

A reminder to all contingent members that the drinking age in Hawaii is 21 years of age and there are serious consequences if you are caught breaking the law. This crime is punishable by up to one year in prison and a fine of up to \$2,000. Anyone violating this law could also face other civil litigation.

### Travel Insurance

It is a requirement by the event hosts in Hawaii that every paddler competing **must have travel insurance that covers them for paddling/competing**. Please ensure you have made arrangements for your travel insurance, that covers you whilst paddling.

**For those with TAI travel insurance policy to make claims:**

**General claims:** (please note if it is for stolen goods ensure you get a police report) email:

[admin@healthandtravel.co.nz](mailto:admin@healthandtravel.co.nz) asking for a claims form. Phone: +64 7 885 0772

**Emergency claims:** contact Global24 Phone: +612 9312 5168 Email: [assistance@global24.com.au](mailto:assistance@global24.com.au)

## **Paddler Hauora (Well-being)**

Please ensure we are all looking after all aspects of our wellbeing - not only physical but also mental and emotional wellbeing - this goes for all paddlers and management.

**Nutrition and hydration:** Ensure that paddlers are hydrating before travelling to Hawaii and throughout the duration in Hawaii. Please be mindful that the food in Hawaii might differ slightly to what our paddlers have available in Aotearoa.

**Physical Wellbeing:** Ensure paddlers are looking after their bodies off the water in order to perform on the water. This includes stretching, physiotherapy, massage, and rest.

**Mental and Emotional Wellbeing:** Ensure that the mental wellbeing of our whānau are supported as we get closer to the event. This can include weekly/daily check-ins, creating a buddy system within your team, and ensuring that managers and coaches are supporting paddlers.

If you require any support, please contact your coach/manager (in Hawaii) in the first instance, or contact our area coordinators.

## **TRAVEL INFO**

### **Travel Requirements**

You must ensure your passport is up to date with a **minimum of 6 months** remaining at the time of departure from Hawaii. Ensure you have a backup copy of your travel documentation including a copy of passport stored elsewhere in your luggage in the event of emergency activity. In the event of a lost passport contact the following:

#### **New Zealand Consulate-General, Honolulu, Hawaii**

**Physical address:** 733 Bishop Street, Suite 2020, 96813, Honolulu, HI, United States

**Tel:** +1 808 675 5555

**Fax:** +1 808 675 5561

**Email:** HLUEnquiries@mfat.govt.nz

**Office hours:** Mon-Fri 1000 - 1600 hrs

**Head of Mission:** Consul-General Mike Ketchen

### **Covid Information**

There are currently no Covid travel requirements / restrictions for travel to and from NZ and Hawaii. However, Hawaii may have its own local protocols in place, please ensure you follow these. Rules and restrictions can change quickly, so make sure you regularly check local health advice and keep up to date with local information. We do recommend that you keep yourself safe by wearing a mask, using hand sanitizer frequently, and keeping your distance from others if you are feeling unwell.

## Vog

Vog is a form of pollution from volcanoes. It is unpleasant and can produce headaches and irritation to the lungs and eyes. For people with asthma and other respiratory problems, the effects can be much much more serious making it difficult to breathe. Read more here

<https://hilo.hawaii.edu/natural-hazards/vog/>

## Travel Safe NZ

We recommend all travelling contingent to register with Travel Safe NZ. This allows you to receive important information following an emergency, or to provide consular assistance, while you are overseas. More info here: [Travel Safe NZ](#). Register here: [Safe Travel Registration](#)

## Travel Tips for Airport & in flight

- Allow more time than usual for parking, meeting your team, and the check-in process
- Check-in with your team and organise to be seated together where possible
- Practise good hygiene - wear a mask if you feel inclined
- Socially distance yourself where possible
- Be respectful of other travellers
- Stay hydrated throughout the flight – take empty bottles and fill them once through security
- Get up and move every hour (if you can)
- Take snacks for the plane
- Wear comfortable clothing on the plane (the aircon on the plane can be cold!)
- Take a change of clothing on the plane / be mindful of your personal hygiene

## UNIFORMS

Please ensure you wear any Aotearoa uniform respectfully and with pride before, during and after the event. Every paddler is provided with an Aotearoa off-the-water t-shirt. This must be worn at the opening ceremony and cultural night

### Uniform Design

The middle design is named Kakama, to be swift, the structure of the design is based on the stroke pattern of the paddle to get up to speed, surrounding this is also the continuation of the swiftness of the kaihoe, representing pace, alertness and overall drive to achieve on the water. E rere ana ngā mihi ki a koe Ben Ara Auaha (Ngāti Raukawa ki te Tonga) for creating this amazing



design. Thanks to our official merchandise partner Pure Athletic for their ongoing support & kitting out our Aotearoa team.

### **Race Uniform**

Elite paddlers including V1s will wear the Aotearoa racing strip while competing. All club teams must wear club uniforms for racing. Each paddler must wear the same race top with the exception of variation in sleeve length (e.g. sleeveless, short sleeve or long sleeve) - you cannot mix and match colours or add individual paddler names on shirts. Under Layers may be worn by one or more of the crew and are not part of the uniform. Clothing worn below the waist need not be uniform. Headwear is optional and may be worn by only those needing or wanting to wear them.

### **Opening Ceremony and Cultural Night Uniform**

Please ensure your paddlers wear the Aotearoa off-the-water t-shirt black tee and either black shorts or a black skirt.

### **Medal Presentations**

Please wear your Club Uniform for Club medal presentations and Elite Uniform for Elite team and V1 medal presentations.

## **HAWAII - GENERAL INFO**

### **Travel Safety**

- Ensure you are always with buddy for the duration of the trip, do not go out exploring by yourself
- Always ensure you check in with your team management on your whereabouts
- Make sure to keep your belongings safe and secure, we do not recommend you take valuables that you do not need
- Be respectful of local protocols and tikanga

### **Emergency Info**

Emergency (ambulance, police, fire) 911 or +685 911

Non emergency for Hawai'i Police (808) 935 3311

Non- emergency for Hawai'i Fire department (808) 961 8336

More info on other services here: [Urgent Care medical Center](#) Urgent Care Hilo (808) 969 3051

[Emergency Department](#) at Hilo Benioff Medical Centre (808) 932 3900

### **Transport**

Transport is the responsibility of each team. Please ensure you confirm your airport transfer logistics prior to leaving NZ. There is Uber and Lyft available.

Big Island has a [Hele On Bus service](#), to assist you getting around there is a travel planning app [Hawaii bus plus](#). More info here: [Getting Around Hawaii](#)

## Phones

- Majority of phones should work in Hawaii if you enable roaming on your device. We suggest you check in with your mobile provider prior to leaving NZ to confirm these details.
- You can buy esim before you arrive in Hilo <https://esimusa.com/product/esim-hawaii/>
- Alternatively, you can buy a USA SIM before departing through [simcorner](#) . Many places also sell SIM cards once you arrive in Hawaii, [here](#) is some extra information.

## Currency

The local currency in Hawaii is the US dollar, and this is the only accepted currency in Hawaii. \$1 USD = 1.64 NZD (as at 3 July)

Credit cards are accepted widely and ATM machines are plentiful. So don't worry if you do not bring too much in cash. There are various outlets you can get US Dollars from including **No1 Currency** and **Travelex**, however we recommend you research around to find one that suits your needs, including contacting your own bank.

## Climate & Time

The climate in Hawaii is warm-hot weather with an average high of 29 degrees and an average low of 23 degrees. Hawaii does have a tropical climate so be prepared for wet weather too.

**Sunlight hours are:** sunrise 6.00am and sunset 7.00pm

Aotearoa is 22 hours ahead of Hawai'i. For example when it is 12 noon on Wednesday in Aotearoa it is 14:00 (2pm) on Tuesday in Hawai'i

## Other

Visitor information on Hilo including maps can be found [here](#).

**For all other information on amenities in Hawaii e.g. shops, laundromats etc. ask Google**

**Please note Hawai'i uses a different plug socket type and voltage to Aotearoa NZ. You can find more information [here](#).**



## HAWAII - EVENT INFO

### Race Venue

The race venue is [Hilo One, Hawaii](#). Or Hilo Bay.

The location is roughly 1.5 - 2 km from the centre of Hilo. It is accessible by walking.

**Loading Bay** is where you will load in to start and finish your race.

### IVF World Sprints - Frequently Asked Questions

Worlds FAQ can be found here: [Worlds FAQs](#)

### Athlete Area

The athlete area is a restricted area to athletes, area coordinators and para assistants only.

Please note, for the athlete area, we share this with all other countries. We recommend for the Aotearoa section that priority is given to teams that are racing on that day. Please share our section with all our Aotearoa whānau.

### Amenities

*Refer to the site map for the locations of the following amenities: This will be circulated once received*

- **Toilets:** There will be toilets located throughout the venue.
- **Water Stations:** There will be water stations throughout the venue. This water is safe to drink. Make sure you carry a water bottle to fill up.
- **Swimming:** We would not advise swimming in the bay at the race venue as this will be a busy area with waka and boats.
- **Wifi:** There is no public wifi at the venue.
- **Food & Vendors:** There will be food stalls and vendors onsite.
- **Parking:** There will be designated disabled parking and all public parking is free.
- **Smokefree:** This is a smokefree venue. Additionally, we do not support any smoking/vaping etc. for the duration of the event, especially in Aotearoa uniform.

### Kapa Haka Practice for Cultural evening

We will meet at the Kamehameha the Great statue, which is located in the park across the road from Hilo Bay.

**Dates for the practices are:** We have 4 planned practices.

- Monday 12th August 6pm - 7.30pm
- Wednesday 14th August 6pm - 7.30pm
- Saturday 17 August 6pm - 7.30pm
- Monday 19 August 6pm - 7.30pm (If required)

## Manager Meetings in Hawaii

Manager meetings will be for all designated team managers and will be advised by the area coordinators. Confirmation on time and location of these meetings will be communicated directly to managers by the area coordinators.

## Canoe Blessing

The Canoe Blessing will take place on **Tuesday 13th August, at 07.15 am** at Hilo Bay near the loading bay area. This is open to all wanting to attend. We recommend that all our Aotearoa contingent attend and everyone is to wear the Aotearoa Uniform black tee.

## Opening Ceremony

The Opening Ceremony will take place **Thursday 15th August at 4pm**. This will be at **Hilo Bay**  
**All paddlers to assemble at Hilo Bay at 3.30pm exact location TBC**

We recommend that all our Aotearoa contingent attend and everyone is to wear the Aotearoa Uniform black tee and black shorts or skirt.

## Cultural Evening

The Cultural Evening will take place **Tuesday 20th August, 6.00pm** at the **Edith Kanakaole Stadium**. This will take place after the daily prizegiving. The Aotearoa team will perform three waiata followed by a haka. Please practise these items ahead of the event. Words and links to the items are at the end of this booklet. **All paddlers assemble at the stadium by 5.45pm.**

We recommend that all our Aotearoa contingent attend and everyone is to wear the Aotearoa Uniform black tee and any black bottom half. Women, please ensure the bottom half is below your knees.

## Medal Ceremonies

Prize Givings will take place **daily** after racing at the **Hilo Bay**. They will begin approximately 30 mins after the conclusion of the final race of the day. Specific times will be advised on the day.

The official flag of Aotearoa New Zealand will be raised for all presentations where paddlers or teams from Aotearoa are awarded with a medal. Should teams or individual paddlers wish to take a Tino Rangatiratanga flag onto the medal dias with them, they are welcome to and the New Zealand Area Coordinator will have some available for that purpose.

A reminder that paddlers must wear their Uniform (NZ Uniform for elites and V1's, Club uniform for club teams) for medal presentations. sponsor logos or flags are not permitted.

## Livestream

Yes, it will be livestreamed on Facebook and the [website](#) by OceanPaddlerTV. Links to follow

## Canoe Familiarisation

Canoe familiarisation will begin **Tuesday 13th August** and end **Thursday 15th August**. Aotearoa schedule will be shared with you shortly. Please adhere to the schedule and do not just jump in a waka if it looks free - always check in with the area coordinators for your time slot. Note this is a canoe familiarisation, not a course familiarisation. Please respect the other teams by sticking to your allocated time slot. Canoes are not available once racing begins – all equipment is race equipment and in use.

## HAWAII - RACE INFO

### Race Uniform

There are no uniform requirements for hats or shorts/tights to be matching. You may wear what you feel most comfortable to race in. However please ensure there are no sponsor logos or promotion of alcohol/tobacco on these items, small manufacturer logos are ok.

### Race Rules

Click here: [IVF Sprint Race Rules](#)

### Race Progressions

#### [Race Progressions](#)

All events (apart from the Elite Racing) will run with 8 lanes, with lane 1 being the fastest qualifiers from the Semi's > Finals.

### Race Schedule

Click here: [Race Schedule](#)

### Protest Procedure / Info

- All queries or protests must be filed by ACs. If your team has any queries please contact the ACs immediately following your race.
- If you wish to submit a protest (general) you can do so immediately after your race and/or within 30 minutes of race results being posted
- If you wish to submit a protest (dispute a disqualification / penalty) you can do so within 30 mins of the results being posted and/or within 30 mins of Aotearoa Area Coordinators (ACs) being notified of disqualifications and/or penalties
- ACs will be notified by event hosts if any Aotearoa teams or individuals are disqualified or have penalties applied. ACs will communicate this directly with team managers via the messenger chat group
- The fee is **USD\$100 cash only** - this is payable by each team manager, not Waka Ama NZ
- The fee shall be refunded if the protest is upheld
- Race footage from personal devices will not be used in any protest discussions and/or decisions

Please refer to the race rules for full info: [IVF Sprint Race Rules](#)

## Drug Testing

Any paddler who is participating in an IVF sanctioned World Elite Competition (Sprint or Distance) and is 18 years old or older, may be subject to in-competition drug testing. The IVF may require any in-competition paddler to submit to one or more drug tests. The IVF will decide on the methods of selection of paddlers for drug testing.

The process for the drug-testing can be found here: [IVF Drug Testing Information](#)

Aotearoa ACs will be notified of the drug-testing and will liaise with the team manager or individual as to whom they would like to accompany (chaperone) them for the testing.

## Waka Type

The waka for the event are:

- V6 - ARE Matahina - [Specifications here](#)
- V1 - FAI 4SI

Please note there are no footplates in either of these waka and under race rules are not allowed to be added.

## CHECK LISTS

### Recommended Minimum Gear List

- Passport
- ESTA or Visa for entry
- Copy of travel documents (passport, travel insurance, accommodation information)
- Paddling gear (including spares)
- Racing gears (including race uniform/s)
- Aotearoa uniform
- Drink bottle and personal water system (waterpack)
- Paddle / paddle bag
- Other gear
- Off the water clothing
- Casual wear
- Hat
- Shoes (sneakers and jandals)
- Toiletries
- Approved medication – inhalers etc.
- Towels

- Rain jacket
- Miscellaneous
- Face masks (optional) and hand sanitizer
- Ear plugs and eye mask

#### **Managers Checklist**

- All medical information of each paddler/ coach and manager
- All the travel insurance of each paddler/ coach and manager
- All passports and current with a minimum of 6 months remaining at time of departure
- Have briefed all members on the Waka Ama NZ Code of Conduct
- Confirmed all accommodation and have relevant details
- Confirmed all transport and have all relevant details with you
- Meals and Hydration have been planned
- Athlete declarations completed
- Non-Athlete declarations
- Waka Ama NZ Code of Conduct completed (all paddlers, managers and coaches)

## AOTEAROA WAIATA & HAKA

The Aotearoa contingent will take part in the cultural evening with a performance of three waiata and a haka, this performance will be no longer than 10 minutes. Please take the time to familiarise yourself with these items, we will be scheduling practices as a contingent in Hawaii and will share this information with you.

Click here for videos of the waiata and haka:

<https://www.youtube.com/playlist?list=PLlpZgluPSY-FdHwKxXntLcH4ZIH0akxbM>

Waiata - Toia Mai, E Ngā hau e whā, Ko Māui:

[https://www.wakaama.co.nz/content/files/665533bf0f387/Aotearoa\\_2024%20Hawaii%20Worlds%20Waiata.pdf](https://www.wakaama.co.nz/content/files/665533bf0f387/Aotearoa_2024%20Hawaii%20Worlds%20Waiata.pdf)

### Haka: Matahi Te Hoe

Composed by Mark Waitai for Ngā Kaihoe o Aotearoa

Kaitātaki (leader) - green

Rōpū katoa (everyone) - black

Aotearoa, Purutia ngā hoe, Nukenuke hoe (HI!)

Ngā waka kia rite (hi, haa, hi)

Tēnā i tōkihi (Tōkihi, hii, tōkihi, hii)

Tōkihi ngā waka, HI, Toia ngā waka, Hii, Mā wai e tō?

Māku e tō, Mā tātou e tō

Haramai tō waka i whea?

Maea te tupua, Maea te tawhito, He wai nā Rehua, He wai nā Tawhaki, He wai nā Kiwa e

Tuku atu tō waka ki tai winiwini, ki tai wanawana

ka rehurehutia, ia au piki, ia au heke, kia tangatanga-nui kia tangatanga-roa

he tia, he tia

he ranga, he ranga

he tia, he tia

he ranga, he ranga

he ranga taku hoe ki tahatū o te rangi

kia Matahi te hoe, kia Horo tahi te hoe, kia Piri, kia tata, ki te Mita o taku hoe – ki tahatū o te rangi

Ko Aotearoa engunguru nei (I au, au, aue hā, Hi!)

## OUR PERFORMANCE PLAN

Please keep in mind that we only have 7 minutes for our performance. We will jam as many waiata in as possible, but I also need EVERYONE to be on point when it comes to utilising our time together. All I ask is that you turn up to practices with a keen and positive attitude. You don't have to be a professional performer nor a professional singer, attitude makes a huge difference!!..

- Item No.1      Te Pū – Karakia with actions
- Item No.2      Waiata #1 – Ngā Hau e Whā
- Item No.3      Waiata #2 – Ko Māui
- Item No.4      Waiata #3 – Toia Mai
- Item No.5      Haka #1 – Kia mātahi te hoe
- Item No.6      Haka #2 – Ka Mate (**Flash Mob with EVERYONE from Aotearoa including whānau and kaiāwhina**)



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