

# Secondary School Waka Ama National **VOLUNTEERS** 2025

## The Heart of the Event – Our Volunteers

Our volunteers are the backbone of this event. Without your dedication, energy, and hard work, none of this would be possible. You help ensure everything runs smoothly—from the start line to the finish, on land and water, behind the scenes and in the spotlight.

Every role, big or small, plays a crucial part in creating an unforgettable experience for our rangatahi, whānau, and wider community. Your time and effort make this event a success, and we are truly grateful for your support.

Ngā mihi nui – thank you for being part of this kaupapa!

**Event** - Secondary School Waka ama Nationals

**Date** - 24th March to 28th March 2025

**Scheduled Start and finish times**

- **Monday:** 10am - 4pm
- **Tuesday to Thursday:** 730am - 4pm
- **Friday:** 7:30am - 4pm
  - 12pm - 4pm - Pack down



TE WAIARIKI PUREA TRUST



**waka ama**  
Aotearoa New Zealand



## POWHIRI

Day 1 – Monday, March 24, 2025

Monday marks the first day of racing, beginning with a Pōwhiri to welcome everyone to the event. Racing will not begin until 11:00 AM. Every other day starts at 730am.

Volunteer Start Times for Monday:

- Full-day & AM shift volunteers are not required until 10:00 AM.
- The venue and lead team will arrive on-site by 7:00 AM, as per usual.

Additional Roles Available

If you're interested in getting involved earlier, we have additional roles available, including:

- Pōwhiri Assistance
- Ushers for Manuhiri (guests)
- Other support roles as needed

You are also welcome to attend and participate in the Pōwhiri, immersing yourself in the kaupapa and sitting amongst our whānau.

A link to the Pōwhiri flow process has been provided for reference. Nau mai haere mai.

[Powhiri Plan Link](#)

## ROLES SCHEDULE

Here is the link to the [2025 Volunteer Schedule](#) where you can see what position you have been allocated.

Key Colours

- Grey - Unavailable
- Blue - Yet to be allocated a position
- Green - Allocated position
- White - PM Shift
- Yellow - AM Shift

Don't worry if you haven't been assigned a formal position yet—we will always have a place for those who have registered.

If there is a mistake or you have any concerns, please let us know. You can contact us at [kayla.pene@twptnz.org](mailto:kayla.pene@twptnz.org)

## PARKING

We have an allocated car park for volunteers, which you can locate on the map provided. However, space is limited each day. If the volunteer parking area is full, you may need to park in the general parking area with everyone else.

Please be kind and patient with our Parking Marshalls—they are working hard to keep the event running smoothly.

Parking Passes & Marshalls

- Marshalls will have a kaimahi list for each day.
- A limited number of parking passes will be distributed to volunteers by the marshalls.



## VOLUNTEER CHECK IN

When you arrive at the venue, please head to the Volunteer Check-In Area (see map provided). Here, we will confirm your role and go over any key details.

If you arrive late and we've had to fill your role to keep the event running smoothly, you may be reassigned to another position.

## Lunch & Refreshments

- Packed lunches will be provided for all full-day volunteers, along with snacks, tea, and coffee. Half-day volunteers are welcome to enjoy the tea, coffee, and snacks available.

## Volunteer Shifts & Safety

This year, we have introduced half-day shifts to help ensure the safety and well-being of all volunteers, both on and off the water.

- Shift Times:
  - AM Shift: 7:30 AM – 12:00 PM
  - PM Shift: 11:30 AM – 4:00 PM

Each shift includes a 30-minute prep time upon arrival. This allows you to:

- Check in at the Volunteer Area
- Locate your assigned position
- Prepare yourself and your gear
- Connect with your team leader for updates and finer details about your role

## Site Information

A lanyard will be provided for information around your role, team leads locations and Map of the venue for reference. (See below lanyards)

Roles	Locations
Lara - Race Director	★ Volunteers
Kayla & Corinne - Volunteers	★ Turns Spotting
Tony - Site Manager	★ Finish Line
Katarina - On Water Boat Safety	★ Village Guru
Liz - Turns Spotting	★ On Water Boat Safety
Dave - Finnish Line	★ Announcing and Commentators,
Aroha - Event Manager, Merch, Results Runner	★ Merch
Kelley & Ngarangi - Loading Bay, Scanner, Marshalling	★ Runner
Neihana - Announcing and Commentators, Village Guru	★ Scanner
	★ Marshalling
	★ Loading





# Role Descriptions

## Merchandise

As part of the Merchandise Crew also know merch, you'll be the friendly face helping customers purchase t-shirts, hats, and other Waka Ama NZ products.

This role requires patience, confidence, and the ability to engage with people while handling sales.

### Key Responsibilities:

- Customer Service – Assist customers with product selection and purchases.
- Handling Money – Process payments accurately and think quickly when dealing with costs.
- Keeping Stock Organized – Ensure merchandise is displayed neatly and well-stocked.

This role is great for those who enjoy interacting with people and can stay sharp when handling transactions. Your team leader will provide further details when you arrive.

Your lead in this space is **Aroha Lynch**

### What to Bring:

- Comfortable footwear (you'll be on your feet)
- Warm, weather-appropriate clothing (this space is outdoors)
- Hat & sunglasses for sun protection
- Water bottle to stay hydrated

## Turns Spotter

Turns Spotter – Keeping the 500m Races Fair & Accurate

The 500m turn race is all about precision, timing, focus, and a bit of luck. As a Turns Spotter, your role is to ensure teams complete their turns correctly, following the designated buoy path. Every missed or run-over buoy results in time penalties—or even disqualification—so your keen eye is crucial in keeping the race fair.

### Key Responsibilities:

- Monitoring Turns – Watch as waka approach, navigate, and exit their turn, ensuring they pass through the correct buoys.
- Recording Infractions – Note any missed buoys, incorrect exits, or lane violations that could impact final results.
- Clear Communication – Work with the team to relay accurate information about penalties or disqualifications.

### Positioning:

- One team will be stationed high up on an excavator for a clear view of the far lanes.
- The second team will be on the ground, focusing on the closer lanes.

Your team leader for this position is **Liz Savage**, who will go over all the details when you arrive. This role requires sharp focus and patience, ensuring every turn is judged fairly.

### What to Bring:

- Warm, weather-appropriate clothing (you'll be outdoors for long periods)
- Binoculars (if you have them, for better visibility)
- Water bottle & snacks
- Sunglasses & hat for sun protection



# Loading Bay

## Loading Bay Crew – Your Role & What to Expect

As part of the Loading Bay Crew, you'll play a vital role in supporting rangatahi as they get in and out of their waka, keeping the energy high and encouraging them before and after their races. Your mahi is essential to the event, and we truly appreciate your dedication!

This role involves spending time in the water, assisting crews in and out of the loading area, ensuring each team has a waka, and making sure our waka are parked correctly without bumping into each other. You'll help keep the racing flow smooth and efficient.

We'll provide a limited number of wetsuits and splash jackets to keep you warm, but if you have your own or can borrow one, we encourage you to bring it along. Your team leader will go over the finer details when you arrive.

**Team Leader: Kelley Korau**

### What to Bring:

- Water shoes, old slip-ons, or runners you don't mind getting wet
- A change of clothes
- Towel
- Hat
- Warm clothes for after
- Snacks

# Marshalling

As part of the Loading Bay Crew, your role is crucial to ensuring the smooth flow of the event. You'll be responsible for calling participants into the loading bay, making sure all tauira (competitors) are lined up correctly before they move through to the scanning area and then onto their waka for racing. Your role is essential in keeping the crew organised and race day running efficiently—this process is known as marshalling.

You'll also act as the gatekeeper, ensuring only the necessary people enter the loading bay. This means preventing coaches and whānau from coming in, allowing rangatahi to stay focused without distractions. This area can get very crowded, so you'll be calling out schools and participants over a microphone to make sure the crew can hear you clearly.

Your team leader will go over all the finer details with you when you arrive.

**Team Leader: Kelley Korau**

### What to bring:

- Warm clothes for the early shift
- Water bottle
- Hat & sunglasses
- Good footwear





# ID Scanner

ID Scanner is a part of the Loading Bay Crew, you play a key role in ensuring that all racers are correctly registered and ready to compete. This role requires attention to detail and efficiency, as you'll be the final checkpoint before rangatahi head to the water.

## Key Responsibilities:

- Verification – Check that each rangatahi's ID matches the registered tauira in the system for that race.
- Accuracy – Ensure all names are correctly recorded and that only registered paddlers proceed to the loading bay.
- Efficiency – Work quickly and smoothly to keep the flow of racers moving while maintaining accuracy.

This role is crucial for the fairness and smooth operation of the event. Your team leader will go over all the finer details when you arrive.

The team leader in this space is **Kelley Korau**

## What to Bring:

- Comfortable clothing & footwear.
- Warm pants and jacket for those cold mornings (Puffer)
- Water bottle & snacks
- Sunglasses, hat
- Weather-appropriate clothing (this space is outdoors)

# Announcing & Commentary

Announcing and commentating also known as the voices they go hand in hand, they're like two peas in a pod, working together to keep the energy high and the event running smoothly. As part of the **Call Team**, you play a crucial role in ensuring participants are ready for their races and keeping spectators engaged.

## Announcers

Our announcers, also known as caller, is responsible for ensuring every race kicks off on time. You'll be calling out race numbers and school names over the loudspeaker, making three calls per race with a few minutes in between to allow teams time to get to marshalling. By the third and final call, participants should be at marshalling, ready to proceed through scanning.

## Commentators

While the announcer preps the racers, the commentator keeps the crowd entertained! This is also a great space to learn and work on confidence in speak to the crowds, check in on people and enjoy. Your role is to provide live, unofficial race updates, sharing the action as it unfolds on the course. This keeps the atmosphere exciting and helps build anticipation at the finish line.

This space is a key part of the event's timing and flow. Your team leader will go over the finer details when you arrive.

Your team leader is **Neihana Mackey**

## What to Bring:

- A comfortable chair (you'll be sitting for long periods)
- Weather-appropriate clothing (the area is open, so dress warmly for cold mornings and afternoons)
- Water bottle & snacks
- Sunglasses, hat, and reading glasses



# Results Runner

As a Runner the link between admin & the public, you are the key communicator between the admin team and the public, ensuring race results are posted as quickly as possible. While this role might seem old-school, it remains the most reliable and effective way to share results due to limited reception in the area.

## Key Responsibilities:

- Delivering Results – Collect final result sheets from the admin team and post them on the results board for public viewing.
- Sharing Race Progress – Communicate which teams are moving on to the semis and finals.
- Adapting to the Flow – There may be periods of waiting between tasks, but there will be other small jobs to assist with when needed.

Your team leader is **Aroha Lynch**, who will provide further details on the day.

## What to Bring:

- Comfortable, sturdy footwear (you'll be moving around a lot)
- Weather-appropriate clothing (warm layers for cooler moments)
- Sunglasses & hat for sun protection
- Water bottle to stay hydrated

Your team leader is Aroha, the Event Manager, who will provide further details on the day.

# Finish Line

The Finish Line Crew, also known as "The Gingerbread House," plays a key role in ensuring accurate race results. This is a quieter space where you'll work with a small team, watching the races closely, recording times and placings as teams cross the finish line.

Your role is essential for keeping the race results accurate and ensuring smooth timekeeping throughout the event. This space operates as an in-house admin hub, requiring focus, attention to detail, and good communication with the wider event team.

Your team leader will go over all the finer details with you when you arrive.

Your lead person person is **Dave Duckworth**

## What to Bring:

- Comfortable clothing
- Water bottle
- Snacks
- Reading Glasses, Sunglasses & hat (if outdoors)





# Deck Hand

Also known as a Deckie, supporting the Rangatahi on the Water. You're the right-hand person to the boat driver, ensuring the safety and smooth operation of races on the water. This role requires focus, quick thinking, and clear communication.

## Key Responsibilities:

- Safety & Support – You'll assist the driver in any on-water emergencies. If a waka capsizes, your job is to guide and encourage rangatahi to self-right their waka and regain confidence to continue racing or move safely to the side.
- Race Start Assistance – You'll work closely with the land-based starter, raising the start flags on their command to signal the beginning of each race.
- Boat Handling Support – While the driver operates the boat, you'll help ensure smooth maneuvering and quick responses when needed. You may also need to enter the water to assist in certain situations.

## Requirements:

- A boat skipper's license
- A valid first aid certificate
- Rescue capabilities

This role is a critical part of ensuring a safe and successful event for all rangatahi on the water. Your team leader will go over the finer details when you arrive.

The lead in this Space is **Katarina Ocallaghan**

## What to Bring:

- Weather-appropriate clothing
  - Track pants
  - Booties
  - Beanie
  - Warm Jacket (Puffer)
- A life jacket (if you have your own, otherwise one will be provided)
- Sunglasses & hat for sun protection
- Water bottle & snacks
- A change of clothes (as you may need to enter the water)

## See You Soon!

We hope this information booklet gives you a better understanding of the event and helps ease you into your role. Your support is invaluable, and we're so grateful to have you on board.

We look forward to seeing you all! Hei tērā wiki ka kitea i a koutou!

