**Fun Race** event name

**1 January 2021** event date

**Okahu Bay, Auckland** event location

**Waka Ama Aotearoa NZ** event host

**Pānui 1** pānui version

**All information in this pānui is just an example to guide you – update according to your event**

**EVENT SUMMARY**

Provide an overview of your event

*Waka Ama Aotearoa NZ welcome you to the WAANZ Fun Race to be held at Okahu Bay, Auckland, 1 January 2021. This is an annual event that has been running for 8 years and is intended to be a fun event to celebrate the new year that offers something to all levels of waka ama paddlers. It also provides a warmup opportunity before the National Sprint Championship. The event is a full day of fun racing, spot prizes, live music, food vendors and prize giving.*

*We welcome you and your whānau to join us for this event.*

**EVENT SCHEDULE**

Provide an event day schedule of key activities

|  |  |
| --- | --- |
| **6.00am** | Registration, waka drop off & safety checks |
| **8.00am** | Karakia |
| **8.15am** | Managers meeting |
| **8.30am** | Race & safety briefings |
| **9.00am** | Racing starts |
| **2.00pm** | Racing finishes |
| **2.30pm** | Prizegiving |
| **3.00pm** | Closing Karakia |

**RACE SCHEDULE**

Provide a more specific race schedule for your event

|  |  |
| --- | --- |
| **Time** | **Race** |
| 8.30am | Race Briefing - all races |
| 9.00am | Race Start - W1 10km Junior |
|  | Race Start - W1 10km Senior |
| 10.30am | Race Start - W6 2km Taitamariki |
|  | Race Start - W6 2km Intermediate |
| 12.00pm | Race Start - W6 10km Junior |
|  | Race Start - W6 10km Senior |

**RACE DAY INFORMATION**

Provide any specific information for race day

**Car Parking:** Parking is available by street parking. Please note all parking is under Auckland Council management, you will need to read the signs and park accordingly.

**Trailer parking:** Trailer parking will be in the fields opposite Okahu Bay. Due to restrictions, this will only be available for trailer drop off – you will need to park your car elsewhere for the day.

**Food:** We encourage you to bring your own healthy kai, however a small range of food vendors will be available onsite to purchase healthy kai.

**Toilets:** Toilets are located at the far end of the driveway, past the main registration tent.

**First Aid:** First Aid will be available at the registration tent, via main driveway.

**Rubbish/Recycling:** We encourage you to please take what you bring. However, the main rubbish and recycling station is located by the main toilet block.

**Alcohol/Smokefree:** Alcohol, smoking, vaping and any other substance use is not permitted at this event, including all premises of the event.

**WAKA DROP OFF & SAFETY CHECKS**

Provide any specific information regarding waka drop off & safety checks

**Waka Drop off:**

* Waka drop off will be available from 6.00am on the event day
* Waka drop off will be on the beach front landing and will be clearly signed with entry & exit
* Trailer parking is on the opposite side of the road, please be aware of your surroundings through this process

**Safety Checks:**

* All waka will have to pass a safety check and be marked before racing. Any boats not marked

will not be permitted to race.

**RACE RULES**

All sanctioned events must adhere to Waka Ama Aotearoa NZ race rules. Include any other rules relevant to your event.

All entrants must be familiar with the Waka Ama Aotearoa New Zealand race and safety rules.

Refer to the following link for more information: [Waka Ama Aotearoa NZ Race Rules](https://www.wakaama.co.nz/content/files/5de490cea787e/Waka%20Ama%20NZ%20OFFICIAL%20RACE%20RULES%20_October%202019..pdf)

**AGE DIVISIONS & RACE EVENTS**

Provide clear information regarding what events are available and for what age divisions. This info is important for the online entry set up too.

4 things to identify - waka, distance, division, gender

|  |  |  |  |
| --- | --- | --- | --- |
| **WAKA** | **DISTANCE** | **DIVISIONS** | **GENDER** |
| **W1** | 10km | J16, J19, Open, Master, Senior Master, Golden Master | Men & Women |
| **W6** | 2km | Taitamariki  Intermediate | Boys, Girls, Mixed |
| **W6** | 10km | J16, J19, Open, Master, Senior Master, Golden Master | Men, Women, Mixed |

**FEES**

Provide clear information for fees.

Choose **ONE OPTION.**

You can choose from the following fee structures:

* **Per person by age division** (charged one fee according to age division on race day)
* **Per person by race division** (charged one fee according to race division entered)
* **Per person by event** (charged for each event entered)

OPTION 1

|  |  |
| --- | --- |
| **PER PERSON BY AGE DIVISION** *(charged one fee according to age on race day)* | |
| **Age Division** | **Cost** |
| **Taitamariki, Intermediate, J16, J19** | **$5.00** |
| **Open, Master** | **$10.00** |

OPTION 2

|  |  |
| --- | --- |
| **PER PERSON BY RACE DIVISION** *(charged one fee according to race division entered)* | |
| **Race Division** | **Cost** |
| **Taitamariki, Intermediate, J16, J19** | **$5.00** |
| **Open, Master** | **$10.00** |

OPTION 3

|  |  |
| --- | --- |
| **PER PERSON BY EVENT** *(charged for each event entered)* | |
| **Event** | **Cost** |
| **Taitamariki, Intermediate - W6 - 5km** | **$5.00** |
| **J16, J19 - W1 - 10km** | **$10.00** |
| **Open - W1 - 10km** | **$15.00** |
| **Open - W6 - 10km** | **$15.00** |

**ONLINE ENTRIES & PAYMENT**

Provide information on how to enter, entry/roster close dates and bank account details for fee payments

* Online entries are to be completed using the Waka Ama Aotearoa NZ online entry system.
* All entries to be completed through your club admin – contact your club admin to process your entry
* No entries on the day, no exceptions
* Entries close on ***insert date here***
* Rosters close on ***insert date here***, rosters must be completed by close date, no exceptions
* Once entered, payment can be made online to:
  + Name your club here
  + 00-0000-00000000-00
  + Use your club, team name and division as your reference

**SAFETY REQUIREMENTS**

Provide any further safety information / requirements

* All waka must be Safety Checked
* All taitamariki and intermediate age divisions must wear life jackets
* All Junior (J16 & J19) and Senior (Open and above) must have the following safety equipment for their races:
  + PFD - Personal Floatation Device (per person)
  + Bailers
  + Flare or cellphone in waterproof case
  + Spare Paddle - 2 for a W6, 1 for W1/2
  + Spray Skirt (W6)
  + Tow Rope (W6)
  + Leg leash (for sit on top W1)

**INDIVIDUAL & TEAM WAIVERS**

Provide info for waivers and link to website where they can be downloaded

* Individual and Team waivers must be completed by all paddlers/teams
* All paddlers U18 must have their waiver signed by their parent/guardian
* Waivers can be sent to ***insert email here***or handed in at the managers meeting on the day
* Individual & Team waivers can be found on our event page on the Waka Ama Aotearoa NZ website

**CONTACT INFORMATION**

Provide contact information

* All enquiries please email: ***insert email address here***
* All urgent matters please call: ***insert phone number here***
* Facebook: ***insert facebook link here***

**COURSE MAPS**

Insert main course and alternative map/s here

* High tide:
* Low tide: