



**Host City
Training Conference
Handbook**

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PURPOSE

The purpose of the NSFA Host City Training Conference Handbook is to provide the Host City with suggested guidelines for hosting a successful NSFA Training Conference. It is in no way intended to dictate to the Host City how to host your conference. The ideas and suggestions included herein have been accumulated from many conferences over the years. This Handbook is intended to be a living document. Any ideas, suggestions, and constructive criticism are greatly appreciated.

One of the reasons the NSFA Training Conference is consistently a success is the great partnership between the NSFA Board of Directors and the Host City. As we continue to grow, it is incumbent upon all of us to keep the integrity of the Conference foremost.

NSFA - WHAT WE PROVIDE.....

1. NSFA Training Conference Coordinator
2. NSFA Training Conference Host City Handbook
3. Conference Training Curriculum and Agenda
 - a. NSFA will coordinate the accommodations, transportation, meals, etc., for conference instructors and keynote speakers.
 - b. NSFA will work closely with the Host City to accommodate their needs.
4. NSFA Membership and Vendor Mailing Lists
5. Marketing Brochure with Registration Form
6. Any additional information or forms requested through the NSFA Training Conference Coordinator or NSFA Board of Directors.

Please feel free to be creative and add your own special “flavor” to *OUR* conference.

Good Luck!

Board of Directors
Nevada State Firefighters’ Association

2 YEARS OUT

So, your Fire Department wishes to host the annual NSFA Training Conference. Just what does hosting a statewide training conference really mean? It means a lot of hard, dedicated work to provide firefighters from around the State, a training conference they can gain a growing knowledge base and take back to their organization.

Let's see if your town or city can meet some simple requirements to host a training conference. Keep in mind, this check-list does not preclude any fire department within the State of Nevada from hosting the annual training conference. It is in no way intended to dictate to the Host City how to host a conference. It merely is a reflection of what firefighters have come to expect from past training conferences.

Host City Check List		
Lodging	Lodging for a minimum of 250 people, preferably in the same location.	●Yes ○No
Catering	1) Ability to cater or provide three (3) lunches: Thursday, Friday and Saturday.	●Yes ○No
	2) Ability to cater or provide four (4) dinners: NSFA/NFCA Reunion Dinner, 2- BBQ Dinners, and Banquet Dinner.	●Yes ○No
Facilities	1) General Meeting Room capable of holding a minimum of 250 people.	●Yes ○No
	2) 5-7 Training rooms capable of holding a minimum of 20-30 people.	●Yes ○No
	3) 1-2 Meeting rooms for NFCA, Board of Fire Services and Standards and Training Committee meetings.	
	4) Outside spaces for training and Vendor demos.	●Yes ○No
	5) Vendor space for 10 to 30 vendors with a 10'x10' area each.	●Yes ○No
	6) Water Fight & Monkey Drill Competition area.	●Yes ○No
	7) Banquet room capable of holding a minimum of 250 people.	●Yes ○No
	8) Golf Course	●Yes ○No
	9) Trap Course	●Yes ○No
	10) Bowling Alley (May be substituted for another fun event)	●Yes ○No
	11) Pool	●Yes ○No
	12) Horseshoe Pits	●Yes ○No
Required Stuff	1) Apparatus capable of pumping 500gpm for Water Fight Competition.	●Yes ○No
	2) Apparatus capable of pumping 200gpm for Monkey Drill Competition.	●Yes ○No
	3) Established and Continuous Water Supply for the Water Fight Competition with apparatus capable of pumping 360+ gpm.	●Yes ○No
Additional Stuff	1) Ability to provide a Conference Shirt and Ball Cap.	●Yes ○No
	2) Ability to provide a Conference Program.	●Yes ○No
Exceptions <small>(List all exceptions from above areas here.)</small>		

2 YEARS OUT^(Continued)

If your Fire Department and City can meet these suggested guidelines, your NSFA Conference Representatives are ready to bid for hosting the NSFA's Annual Training Conference. Host City nominations are made during the NSFA's Saturday morning Business Meeting session. Be prepared to sell your city's attributes and let the NSFA Delegates make their vote!

Let's hope you and your city, have what takes to host the conference! If you're ready to bid for the Annual Training Conference, please fill out the Host City Training Conference request form and return it to the NSFA Executive Director throughout the year or on the morning of the NSFA Business Meeting.

Remember, your Host City Nomination must be made during the NSFA's Saturday morning Business Meeting session. Additionally, it takes a majority vote from the NSFA Voting Delegation to determine who becomes the Host Conference City two (2) years out. Let's get those Host City bids ready!

1 YEAR OUT

1. Establish your “Command” structure

The NSFA will provide you with a Training Conference Coordinator!

- a. Who’s going to be in charge
 - b. Make committee assignments
 - c. Establish Committee responsibilities
 - d. Establish regular meeting dates
2. Develop a Budget
 - a. Assign your financial person and set up accounting procedures. The NSFA Executive Director and/or Training Conference Coordinator can help you with determining fees, prices, etc.
 - b. Keep NSFA reporting needs in mind as you establish your reporting procedures. Communicate with the NSFA Executive Director and/or Training Conference Coordinator if you have any questions.
 3. Determine items to be offered for sale (i.e., hats, shirts, mugs, etc.) and order.
 4. Make initial contact for Conference space, hotel rooms, banquet space and availability.
 - a. NSFA can help you with estimates. (See Post Conference Information – Page 17)
 5. Make initial contact for all events: Golf, Trap, Bowling, Horseshoes, Manipulative Skills, Water Fights, and Monkey Drill Competition.

9 MONTHS OUT

1. Begin setting up Conference Program (i.e., advertisers)
 2. Solicit Vendors (See Vendor Information – Page 19 & Inserts – Page 20)
 - a. Determine number and type of Vendor spaces available.
 - b. Determine Vendor Fees. (Typically dictated by Convention policy & procedures)
 - c. Set up Vendor Registration procedures. (See Vendor Information – Page 19)
 - d. Mail out Vendor participation invitations/contracts.
- Note: The NSFA Training Conference Coordinator shall work closely with the Host City for all items: a through d.**
3. Follow up (confirm, if possible) for Conference space, Hotel rooms, and Banquet space arrangements.
 4. Follow up (confirm, if possible) for Golf, Trap, Bowling, Horseshoes, Manipulative Skills, Water Fights, and Monkey Drill Competition locations.
 - a. Will shuttles be necessary? Make arrangements, if needed.
 5. Provide update to NSFA Training Conference Coordinator.
 - a. Host City information for The Pumper Magazine (*Deadline provided by NSFA*)
 - b. The Pumper information shall be limited to a brief overview of the Conference.
 6. Registration procedures.
 - a. The Host City is responsible for determining the number of eligible delegates for voting purposes at the NSFA Business meeting and having this documentation available to the NSFA Credentials Committee by Saturday morning's Business Meeting.
 - b. The Host City is responsible for processing NSFA Memberships during pre-Conference and Conference registration, and is accountable back to the NSFA for Memberships sold.
 7. Follow up on items for sale.

6 MONTHS OUT

1. Seek Donations/Contributions
2. Layout of the Conference Program, i.e., maps, letters, hotels, schedule of events, etc. (See Conference Program Guidelines – Page 16)
3. Confirm arrangements for Conference Hotel, Banquet facilities and anything else.
 - a. Confirm shuttle arrangements, if needed.
4. Confirm arrangements for Golf, Trap, Bowling, Horseshoes, Manipulative Skills, Water Fights, and Monkey Drill Competition locations.
5. Develop Spouse program.
6. Meals
 - a. Determine number and type of meals.
 - b. Who is going to provide them.
 - c. Location of meals. (Coordinate meals with activity location, if possible)
 - d. Menu (A listing of all meals should be included on the Registration Form)
7. Continue to Solicit Vendors.
8. Provide update to NSFA Training Conference Coordinator.
 - a. Host City information for The Pumper magazine. (Pumper deadline provided)
 - b. Provide Pre-Registration Deadline information.
9. Provide an update to the NSFA Board of Directors at their Winter Meeting. The NSFA Training Conference Coordinator will provide the date, time and location of meeting.
10. Conference Flyer/Reminder (Optional). It is advisable to send out a flyer sometime in February/March that details registration deadlines, activities, special information, etc., that may not have been available at the time of the winter edition of The Pumper magazine.
 - a. NSFA Training Conference Coordinator shall assist with the Conference Flyers.
 - b. This cost shall be bore by the Host City.
11. The NSFA shall mail out a completed, color, Conference Flyer on May 1st. This cost shall be covered by the NSFA.

90 DAYS OUT *(You are almost there!)*

1. Fine tune last minute Conference details.
 - a. At this time, it is critical to be in close contact with your NSFA Training Conference Coordinator as details are finalized.
2. Have Conference Programs printed.
 - a. It is again critical that all information is coordinated with the NSFA Training Conference Coordinator to ensure schedule accuracy and coordination of events, time and locations.
3. Finalize Registration details.
 - a. Registration packets (i.e., name tags, local brochures, conference program, maps, meal tickets, event tickets, etc.)
 - b. Registration accountability procedures, assign Credentials Committee Representative from the Host City. (Credentials Form to be provided by NSFA)
4. Confirm Vendors.
 - a. Determine and prepare Vendor's "special needs" (if any).
 - b. Ensure Coordination with the NSFA Training Conference Coordinator.
5. Take delivery of items for sale (if you have not already).
6. Coordinate any Audio/Visual needs for the Conference through the NSFA Training Conference Coordinator.
7. Determine Conference Assignments:
 - a. Vendor Liaison
 - b. NSFA Training Coordinator Liaison
 - c. Spouse Program Guide
 - d. Registration Manager (Credentials Committee Representative)
 - e. PIO – Public Information Officer
 - f. Food/Meals Coordinator
 - g. Transportation Coordinator
 - h. Money Person
 - i. Sales Person
8. NSFA Spring Meeting will be held at the Host City. Please Plan to attend. The NSFA Training Conference Coordinator shall inform the Host City of date, time and location.

CONFERENCE WEEK *(You are there!)*

1. Fine tune last minute Conference details.
 - a. Registration
 - b. Conference Attendee Registration Packets
 - c. Vendor Registration Packets (Meal tickets included for Thursday lunch and dinner, and Friday lunch only.)
 - d. Fun Events
 - e. Facilities
 - f. Review Assignments
2. Meeting with NSFA Board of Directors on Tuesday (evening).
 - a. Location & time TO BE ANNOUNCED.
3. Establish Incident Command for Conference.
 - a. Meet with NSFA Board of Directors on Tuesday Evening.
Location & Time to be announced by NSFA Training Coordinator
 - b. Review Conference structure and assignments with NSFA Board.
 - c. Establish morning and evening IC meetings with NSFA Board.
4. Do anything else that you can think of or was possible forgotten.

TRAINING/EVENT FACILITIES

The Training Program and Conference Speakers shall be provided by the NSFA. Please coordinate with the NSFA Training Conference Coordinator. Host City will have input on how the training program is laid out and coordinated.

The Host City shall be responsible for the following:

1. Training Facilities (Indoor and outdoor spaces.....May require electrical needs)
2. Auditorium (seating for at least 250 people, speaker podium and dry erase board)
3. Vendor Space (Indoor and outdoor spaces and may require electrical needs). Additionally, Vendor Spaces must be near the Training Facilities.
4. Audio/Visual Equipment (NSFA will assist with AV Needs and cost, if any)
5. Golf Course
6. Trap Range
7. Bowling Alley
8. Horseshoe Pits
9. Manipulative Skills Competition site (See Inserts – Page 20)
10. Water Fight Site (See Inserts – Page 20)
11. Monkey Drill Competition Site (See Inserts – Page 20)
12. Banquet Facilities (for at least 250 people)
13. Hotel Facilities (A designated “Headquarters Hotel” is suggested, proximity to events is important.

EVENTS

1. Meals
 - a. Wednesday
 - 1) Lunch with Golf Tournament (Incorporate meal and non-meal prices with golf . Also, with or without cart.)
 - 2) NSFA/NFCA Reunion Dinner (Sit down or BBQ format – meal to include dinner and one drink.)
 - b. Thursday
 - 1) Walking Vendor Lunch (meal to include lunch and one drink)
 - 2) BBQ Dinner – (Meal to include dinner and one drink)
 - c. Friday
 - 1) Walking Vendor Lunch (meal to include lunch and one drink)
 - 3) BBQ Dinner – (Meal to include dinner and one drink)
 - d. Saturday
 - 1) Lunch (meal to include lunch and drink)
 - 2) Formal Banquet Dinner
2. Spouse Program (Thursday and/or Friday)
 - a. Does your community have events and/or locations that are unique or of special interest? Check with your local Tourism Agency.
3. Fun Events
 - a. Golf Tournament – 18 Hole Scramble w/4 person teams
 - 1) Seek Vendor Sponsorship for:
 - a) longest Drive
 - b) closest to the hole
 - b. Trap Range – 50 rounds/person, both men and women’s competition.
 - c. Bowling Tournament – 3 Games each, both men and women’s competition.

EVENTS (Continued)

- d. Horseshoe Tournament – Single elimination competition.
 - 1) Usually held in conjunction with BBQ Dinner on Thursday or Friday night.

 - 4. Manipulative Skills Competition
 - a. This competition is a sanctioned NSFA event which is run between 0600 and 0730 hours on the mornings of Thursday and Friday.
 - b. Manipulative Skills Layout & Rules (Inserts Section – Page 20)
- NOTE: This is not a required event – Host City preference.**
- 5. Fire Fighters Memorial – Saturday Morning
 - a. The NSFA Memorial typically lasts ½ hour. Past Host City’s have done both parades and sit-down memorials.
 - b. The NSFA will assist the Host City with the coordination of a computer-generated Memorial presentation.

 - 6. NSFA Sanction Competition Events – NSFA Revolving Trophies.
 - a. Water Fights & Monkey Drill Competitions (Saturday after the NSFA Business Meeting)
 - 1a. Competition Rules (Inserts Section – Page 20)
 - b. Manipulative Skills Competition Rules (Inserts Section – Page 20)

TROPHIES & AWARDS

The NSFA shall provide the following trophies/plaques/flags:

SCHOLARSHIP REVOLVING TROPHY

FIRE DEPARTMENT OF THE YEAR FLAG

MILEAGE REVOLVING TROPHY

INSTRUCTOR OF THE YEAR REVOLVING TROPHY & PLAQUE

Individual Plaque – 1 Each

WATER FIGHT REVOLVING TROPHY

+ 1st Place Team
+ 2nd Place Team

Trophy or Plaque – 1 Each
Trophy or Plaque – 1 Each

MONKEY DRILL REVOLVING TROPHY

+ 1st Place Individual
+ 2nd Place Individual

Trophy or Plaque – 1 Each
Trophy or Plaque – 1 Each

**MANIPULATIVE SKILLS COMPETITION
REVOLVING TROPHY**

+ 1st Place Individual
+ 2nd Place Individual

Trophy or Plaque – 1 Each
Trophy or Plaque – 1 Each

The Host City shall provide the following trophies, plaques or awards for the following events:

Golf Tournament

1st Place Team – Best Score

Trophy or Plaque – 4 Each

2nd Place Team – Best Score

Trophy or Plaque – 4 Each

Longest Drive Award

Award of some type – 1 Each

Closest to the Hole

Award of some type – 1 Each

Bowling Tournament

High Score – Men's

Trophy or Plaque – 1 Each

High Score – Women's

Trophy or Plaque – 1 Each

1st Place Team (If applicable)

Trophy or Plaque – 1 Each

2nd Place Team (If applicable)

Trophy or Plaque – 1 Each

Trap Tournament

High Score – Men's

Trophy or Plaque – 1 Each

High Score – Women's

Trophy or Plaque – 1 Each

Horseshoe Tournament

1st Place Team

Trophy or Plaque – 2 Each

2nd Place Team

Trophy or Plaque – 2 Each

RAFFLE & AUCTIONS

The NSFA encourages raffles and auctions. A consideration that we have experienced with past Conferences is a coordinated effort of raffle and auction items.

Raffles

The NSFA itself conducts only one raffle – **The Scholarship Raffle**. The scholarship Raffle is done during the NSFA Banquet on Saturday night. There is a total of six (6) raffle drawings for cash prizes. All proceeds from this raffle go directly into the NSFA Scholarship Fund.

The Host City is encouraged to conduct a raffle on their own. Typically, donations are collected from the various attending Vendors/Exhibitors and throughout the community. The NSFA recommends that the Host City conduct their raffle throughout the entire conference, leaving one to three items for raffle during the NSFA Banquet on Saturday night. This seems to shorten the Saturday night activities greatly. The Host City raffles can be done during any nightly activity.

Auctions

The NSFA also conducts an auction during the NSFA Banquet on Saturday night. This is typically done following the Scholarship Raffle and/or any other NSFA Business. The NSFA has three (3) Revolving Auction Items:

Revolving Auction Item #1 – Proceeds deposit into the NSFA Burn Fund

Revolving Auction Item #2 – Proceeds deposit into the NSFA Benevolence Fund

Revolving Auction Item #3 – Proceeds deposit into the NSFA Scholarship Fund

Revolving Auction Item #4 – Proceeds deposit into the NSFA Widows & Orphans Fund

In addition to these three auction items, the NSFA allows the Host City to sponsor one auction item. Proceeds from the Host City Auction Item return to the Host City Department, to a charitable organization of the Host City's choice, or into one of the NSFA's various funds.

Coordinate with the NSFA Executive Director and/or Training Conference Coordinator on how the auctions and raffles work during conference.

CONFERENCE PROGRAM GUIDELINES

The Conference Program Book must contain the following:

1. Schedule of events
2. Map(s) – Directions to all events, i.e., Host City area, convention center, fire department, hotels, dining establishments, parks, etc.
3. Welcome letter (local dignitaries – Mayor, Fire Chief, any others????)
4. Fireman's Prayer
5. Host City Emergency Procedures (also to be announced at Opening Ceremonies).
6. Vendor listing and booth/area location.

If you are having difficulties preparing the Host City Conference Program, contact the NSFA Executive Director/or Training Conference Coordinator for assistance.

POST TRAINING CONFERENCE INFORMATION

This information is required by NSFA 45 days after conference.

		FY – 20__		FY – 20__		FY – 20__		FY – 20__		4 Year Average	
		Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
MEMBERS	Regular										
	Associate										
	Life										
REGIST	Regular										
	Spouses										
	Associate (+ Vendors)										
	Life Members										
	Spouse Program										
EVENTS	Golf										
	Trap										
	Bowling										
	Horseshoes										
	Trophy/Plaque/Award										
MEALS	Wednesday - Dinners										
	Thursday - Lunches - Dinners										
	Friday - Lunches - Dinners										
	Saturday - Lunches - Dinners										
MARKETING ITEMS	T-Shirts: Small										
	Medium										
	Large										
	X-Large										
	2X-Large										
	3X-Large										
	Henley's: Small										
	Medium										
	Large										
	X-Large										
	2X-Large										
	3X-Large										
	Sweatshirts: Small										
	Medium										
	Large										
	X-Large										
	2X-Large										
	3X-Large										
Hats											
Coffee Cups											
Plastic Cups/Mugs											
Pins											
Chums											
CONFERENCE	Vendor Participation										
	Booth Space										
	Pipe & Drapes										
	Tables										
	Rugs										
	Electrical Cords										
	Phone Lines										
Other:											

POST TRAINING CONFERENCE INFORMATION (Continued)

This information is required by NSFA 45 days after conference.

Description	Quantity	Amount Due NSFA	Total
Total Number of Attendees			
Delegates (Regular & Life Members)		\$12.50	
Other (Associate Members)		50%	
Other (Spouse or Guest)		50%	
NSFA Memberships Sold			
Regular		\$15.00	
Associate		\$10.00	
Vendors (Equally split between the Host City and the NSFA)		\$	
		Net Due NSFA	
Adjustments to Total Due			
		Total Due NSFA	

VENDOR INFORMATION

We have learned that Vendor participation will vary from Host City to City. It is the NSFA's hopes to maintain high-vendor participation at each Training Conference. With this in mind, the NSFA has incorporated a Vendor/Exhibitor Contract. This contract will be used by the Host City during the solicitation of Vendors. It is the intent of this form to annually track the costs associated with vendor participation and have continuity from conference to conference.

The NSFA is fully aware that not all Host City's have Convention Centers. Nor do the convention centers have adequate space for some of our vendors. We hope to maintain a consistent minimum Vendor Space at 10' x 10' each conference. These spaces should be inside a building or convention center and have the ability to be secured each day.

In the past, the Host City has handled all Vendor contacts and mailings with assistance in the form of Vendor Mailing Lists from the NSFA. As an adopted policy in FY2001, the NSFA Training Conference Coordinator shall work directly with the Host City to ensure all aspects of Vendor arrangements and costs are covered.

The Host City is still responsible for setting the Vendor Exhibition Costs based upon Convention Center Costs and any other costs associated with insuring the Vendor's needs are covered. The Vendor/Exhibitor proceeds shall be equally split between the Host City and the NSFA. This is one of the funding sources in which the NSFA utilizes for the Annual Training Conference Budget.

The NSFA will provide the following items to the Host City:

1. Vendor Mailing List
2. Vendor/Exhibitor Prospectus & Contract
3. Training Conference Coordinator (Liaison)
4. Any other additional/necessary items requested by the Host City.
5. Vendor Cost/Comparison Chart from past Training Conferences

	FY - 20__		FY - 20__		FY - 20__		FY - 20__		4 Year Average	
	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Vendor Participation										
Convention Center Booth										
Pipe & Drapes										
Tables										
Rugs										
Electrical Cords										
Phone Lines										
Other: Outside Booth										
Other: Fire Bay Booth										

INSERTS

1 - Manipulative Skills Layout/Rules

2 - Water Fight Rules/Layout

3 - Monkey Drill Rules/Layout

NSFA Water Fight Competition

Sanctioned Rules

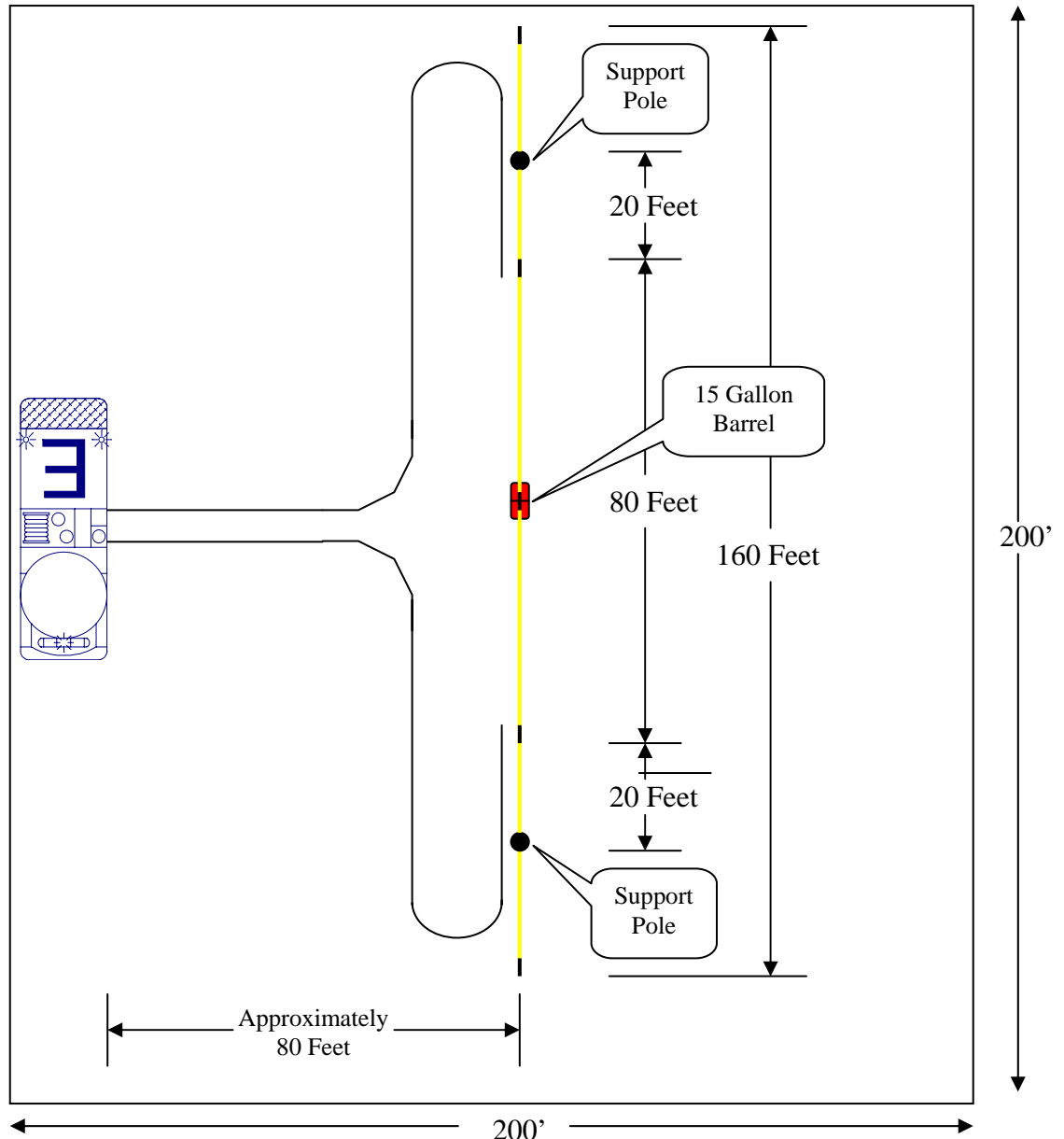
1. Teams to be made up of NSFA members only and having registered and paid the registration fee for the annual conference. NOTE: Exceptions can be made subject to majority approval of all team captains.
2. Teams are to be four (4) in number, Captain and three (3) Hosemen. Substitution will not be allowed. In the event of injury to a team member prohibiting him/her from participating, a substitution can be made subject to majority approval of the team Captains.
3. Teams will be required to use full personal protective equipment. Facepieces and gloves are optional.
4. Teams must register with the Host Department at a time designated by the Host Department. This will allow proper bracketing procedures to insure fair team participation. Bracketing will be determined by the drawing of numbers out of a hat or comparable container by the team Captains. Team numbered positions on the bracketing will be set prior to the drawing for position. NOTE: Sample bracketing is attached and recommended for use.
5. Teams from out of state that may wish to participate in the contest will be allowed, but will not be adjudged the Nevada State Champion in the event they win the contest. Only Nevada teams will be afforded that honor and will be adjudged in the event of an out of state team winning, by a point system devised by the Judges before start of the contest in which any out of state teams participate.
6. The Host City will be charged with the responsibility of naming three (3) Officials to rule on any and all problems that may arise during any contest. An NSFA Board member shall be one of the three Officials and will be the Official interpreter of the rules. The decision of the Officials will be final.
7. The Host City shall be charged with the responsibility of furnishing three (3) timekeepers. One timekeeper shall be on each side of the center line to record the combined time the barrel is on his/her side of the center line and one timekeeper to record the overall time of the match and be the official starter.
8. The Host Department shall provide the necessary equipment for the contest, except for the nozzles and stopwatches which will be supplied by the NSFA.
9. Trophies will be awarded by the NSFA for FIRST and SECOND place winners only.
10. Each Department will be represented by one team only in competition. NOTE: Exceptions can be made subject to majority approval of all team captains.

NSFA Water Fight Rules

General Specifications

1. Competition will be held by single or double elimination. The type of elimination will be the option of the Host City Department.
2. The target will be a small drum (comparable to a 15 gallon drum) mounted with a swivel, painted a bright color.
3. The target will be suspended from a ¼” cable or comparable, 15 feet above the ground at center of course. The cable is to have a maximum of 4 inches line of sight “SAG” between stops.
4. The cable shall be 80 feet between stops, with a minimum of 20 feet behind stops to allow water fight teams room to work the hose.
5. The contest Grounds shall be as level as possible to insure each water fight team equal footing. If Contest is held during daylight hours, the cable, if possible, should be placed in a North-South direction to prevent sun blindness.
6. The “WORKING LINES” will be 2 ½” with a minimum of 50 pounds net pump pressure and a maximum of 70 pounds net pump pressure. If there are more than three (3) 50 foot lengths of “Working Line” used for each team, the net pump pressure will be determined by a majority vote of the Water Fight Team Captains. Each side will have equal lengths of “Working Line”. Full bore nozzles without valves with a minimum of 7/8” tip and a maximum of 1-1/8” tip. Both nozzles shall be the same size. Both “Working Lines” shall be direct off the engine pump panel within immediate reach of the engine operator. The “Working Lines” shall not be wyeed.
7. The Water Fight rounds will be three (3) minutes total elapsed time. The winner will be decided after the target is kept on the opposing water fight team’s side for a total of one (1) minute and 31 seconds combined time. In the event of a tie, the two water fight teams will be allowed a five (5) minute rest period. Then, both water fight teams will assume the side which they had during the water fight in which they tied. Another water fight shall be conducted with a total elapsed time of 1 ½ minutes will be fought with the winner being declared after the target is kept on the opposing water fight team’s side for a total of 46 seconds combined time.
8. In the event either water fight team loses control of their “Working Line”, that water fight team shall be disqualified. A disqualification can best be described as one of the following:
 - A – Directing water stream into side-line crowds.
 - B – Immediate loss of control of the Working Line.
 - C – Purposely directing a water stream into opposing water fight team’s field of vision.
 - D – Any immediate safety infraction as deemed by the safety officer in charge.
9. The Water Fight Team should direct their water stream towards the ground, directly in front of them in the event the entire team must back-up to attack the target.

NSFA Water Fight Competition Layout



- Required Equipment -

A 200' by 200' Safety Zone shall be established (taped-off) around the event for participant safety!

Host City: 6 – 50' Sections of 2 1/2" Fire hose with good couplings
 2 1/2" x 2 1/2" Gated Wye
 Type I or Type II Engine + Operator
 Continuous Water Supply of 320+ GPM
 Water Fight Competition Grounds, Poles, Cable & Barrel
 2 - Timers

NSFA: 2 – 2 1/2" Brass, Smooth Bore Nozzles w/matched 7/8" Tips
 1 – Whistle
 3 – Stop Watches
 3 – NSFA Directors (1 Timer, 1 Safety, & 1 Barrel Director)

Manipulative Skills Competition

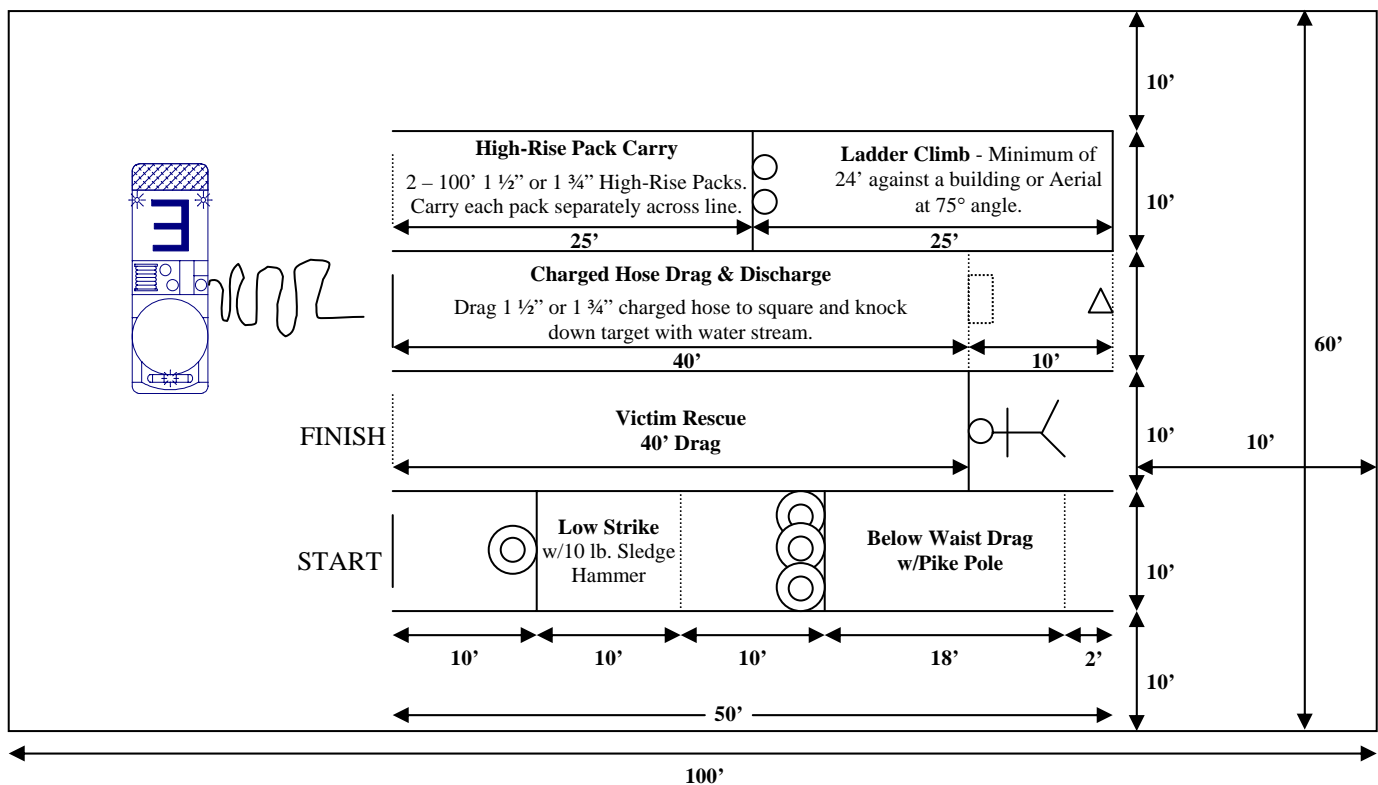
- RULES -

The NSFA Manipulative Skills Competition is designed to test the firefighters ability to complete numerous fire ground functions given the necessary tools and equipment. All participants shall be in full protective clothing, including self-contained breathing apparatus, less breathing mask.

This is a sanctioned NSFA event. The event may run either early morning or late afternoon on both Thursday and Friday. The Event shall be timed and each contestant may only run the course once. The individual firefighter with the best time shall be deemed the winner. Each firefighter participating in this event must sign a release waiver or they are not allowed to participate. This competition does not discriminate against race, color or creed. Men and women compete equally!

The NSFA is responsible for supplying a Safety Officer and Timer for this event. The Host City is responsible for providing a Medical Officer. Upon completion of this event, each firefighter must be checked by the Medical Officer to ensure Blood Pressure and Pulse are within normal rates.

- Competition Layout -



- Station Layout -

The overall layout of the Manipulative Skills Competition area requires a 100' by 60' area. This area shall be roped or taped off to ensure safety of all firefighter competitors. In the event a 100' by 60' area is not available, the NSFA Safety Officer assigned to the Manipulative Skills Competition shall make the decision as to the minimum safety area around the competition site. All competitors shall have base line Blood Pressure and Pulse taken before and after competition.

- Station #1: Low Angle Strike w/10 lb. Sledge Hammer – Tire must cross portion of line.
- Station #2: Pike Pole Drag – Drag 3 individual tires w/pike pole across line.
- Station #3: Ladder Climb - Minimum of 2 Stories or 24 Feet
- Station #4: High-Rise Pack Carry – Carry each pack individually across line.
- Station #5: Charged Hose Drag – Drag charged hose and knock-down target with stream.
- Station #6: Victim Rescue Drag – Drag 165 lb. or more Manikin 40' to finish line.

- Required Equipment -

- Host City:** 6 – 50' Sections of 1 ½" or 1 ¾" Fire hose
1 – 1 ½" Nozzle with Bale
1 – 10 lb. Sledge Hammer
1 – 16" Tire with Rim (Tire shall have 20 psi of air)
3 – 16" Tires without rims
Type I or Type II Engine
Medical Aid Unit – Ambulance with 2 EMT Personnel
- NSFA:** 1 – 165 lb. Rescue Manikin
2 – Whistles
2 – Stop Watches
1 – Safety Officer
1 – Official Timer

Manipulative Skills Competition

- SCORE SHEET -

NSFA Timer _____ NSFA Safety Officer _____

Host City Timer _____ Host City Medical Officer _____

1	Name	Liability Release	Medical Check				Score/Time
			Pre-Entry		Post – Comp		
			BP	Pulse	BP	Pulse	
2		<input type="radio"/> Yes <input type="radio"/> No					
3		<input type="radio"/> Yes <input type="radio"/> No					
4		<input type="radio"/> Yes <input type="radio"/> No					
5		<input type="radio"/> Yes <input type="radio"/> No					
6		<input type="radio"/> Yes <input type="radio"/> No					
7		<input type="radio"/> Yes <input type="radio"/> No					
8		<input type="radio"/> Yes <input type="radio"/> No					
9		<input type="radio"/> Yes <input type="radio"/> No					
10		<input type="radio"/> Yes <input type="radio"/> No					
11		<input type="radio"/> Yes <input type="radio"/> No					
12		<input type="radio"/> Yes <input type="radio"/> No					
13		<input type="radio"/> Yes <input type="radio"/> No					
14		<input type="radio"/> Yes <input type="radio"/> No					
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20		<input type="radio"/> Yes <input type="radio"/> No					
21		<input type="radio"/> Yes <input type="radio"/> No					
22		<input type="radio"/> Yes <input type="radio"/> No					
23		<input type="radio"/> Yes <input type="radio"/> No					
24		<input type="radio"/> Yes <input type="radio"/> No					
25		<input type="radio"/> Yes <input type="radio"/> No					

Manipulative Skills Competition

- SCORE SHEET -

(Continued)

Name	Liability Release	Medical Check				Score/Time
		Pre-Entry		Post – Comp		
		BP	Pulse	BP	Pulse	
26	<input type="radio"/> Yes <input type="radio"/> No					
27	<input type="radio"/> Yes <input type="radio"/> No					
28	<input type="radio"/> Yes <input type="radio"/> No					
29	<input type="radio"/> Yes <input type="radio"/> No					
30	<input type="radio"/> Yes <input type="radio"/> No					
31	<input type="radio"/> Yes <input type="radio"/> No					
32	<input type="radio"/> Yes <input type="radio"/> No					
33	<input type="radio"/> Yes <input type="radio"/> No					
34	<input type="radio"/> Yes <input type="radio"/> No					
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37	<input type="radio"/> Yes <input type="radio"/> No					
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45	<input type="radio"/> Yes <input type="radio"/> No					
46	<input type="radio"/> Yes <input type="radio"/> No					
47	<input type="radio"/> Yes <input type="radio"/> No					
48	<input type="radio"/> Yes <input type="radio"/> No					
49	<input type="radio"/> Yes <input type="radio"/> No					
50	<input type="radio"/> Yes <input type="radio"/> No					

1 st Place Name	Department Affiliation	Time
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2 nd Place Name	Department Affiliation	Time
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Please return completed form to the NSFA Secretary by Saturday Morning!

Manipulative Skills Competition

- RELEASE OF LIABILITY -

I, _____ hold harmless the NEVADA STATE FIREFIGHTERS' ASSOCIATION, INC., the HOST CITY FIRE DEPARTMENT, and the HOST CITY MEDICAL TEAM for the competition in which I am about to participate in.

I understand the Manipulative Skills Competition is based upon demanding fire ground activities I perform in the course of my profession, whether volunteer or career. I further acknowledge that I am physically fit to compete in the Manipulative Skills Competition and declare that I am certified by my Department/Private Physician to perform all fire ground activities as a Firefighter.

I further submit to a pre-medical and post-medical exam involving a pulse and blood pressure check to ensure my medical competence.

Signature of Participant

Date

Monkey Drill Competition

- Rules -

The NSFA Monkey Drill Competition is designed to test your ability to make hose connections under pressure. Utilizing a 100' of 1 3/4" fire hose and a solid brass, smooth bore nozzle, you will be required to make two (2) connects. The first connection is that of the fire hose coupler to coupler. The second connection is fire hose coupler to nozzle. You may make the connection in any order you choose.

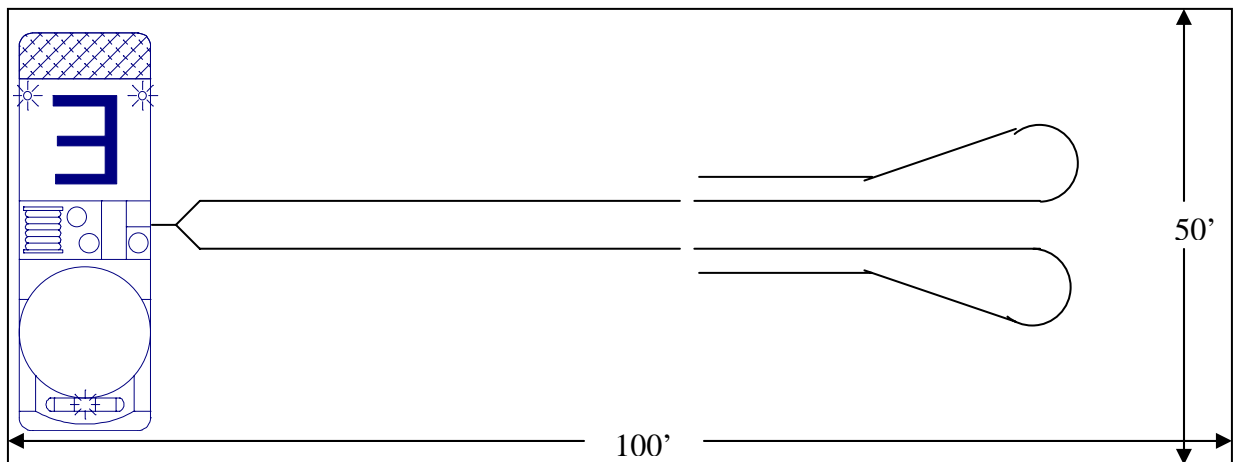
You will have a total of three (3) minutes to complete the task of fire hose and nozzle setup. These three minutes will allow you to place your fire hose couplings and nozzle in a fashion of your choice.

You will also be given a whistle. You will blow the whistle when you are ready for water. When you blow the whistle, no part of your hands may be touching the fire hose couplings or nozzle.

All Participants shall be in full protective clothing, less gloves. Your score is Pass or Fail at the given pressure. Remember, you only have three minutes to complete the task once you begin!

An NSFA Representative shall demonstrate the Monkey Drill Competition one time at idle pump pressure.

- Competition Layout -



- Required Equipment -

Host City: 4 – 50' Sections of 1 3/4" Fire hose with good couplings
2 1/2" x 1 1/2" Gated Wye
Type I or Type II Engine

NSFA: 2 – 1 1/2" Brass, Smooth Bore Nozzles
2 – Whistles
2 – Stop Watches

A 100' by 50' Safety Zone shall be established (taped-off) around the event for participant safety!

Monkey Drill Competition

- Score Sheet -

NSFA Timer _____ NSFA Safety Officer _____

Host City Timer _____

#	NSFA PARTICIPANT	NET ENGINE PRESSURE (PSI)														
		60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
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#	NSFA PARTICIPANT	NET ENGINE PRESSURE (PSI)														
		60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
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1 st Place Name	Department Affiliation	Time
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2 nd Place Name	Department Affiliation	Time
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Please return completed form to the NSFA Executive Director by Saturday Morning!