

BASKETBALL AT COVID-19 ALERT LEVEL 1

Please follow all following Government requirements while under ALERT LEVEL 1 and attending Basketball New Zealand events.

- No restrictions on personal movement but people are encouraged to maintain a record of where they have been.
- No restrictions on gatherings but organisers encouraged to maintain records to enable contact tracing.
- Stay home if you're sick, report flu-like symptoms.
- Wash and dry your hands, cough into your elbow, don't touch your face.
- No restrictions on domestic transport — avoid public transport or travel if you're sick.

Contact Tracing

- Covid-19 QR Code linked to the NZ Covid Tracer app available throughout the venue
- BBNZ online competition database traces players, coaches and officials during each game
- Volunteer database traces people involved in the running of the event
- Police and emergency services alerted to event taking place in their community

Teams and Players and officials

- Players are to use only their own
 - Mouthguard (compulsory)
 - Drink bottle
 - Sweat towel
 - Playing clothes and accessories
- Teams encouraged to clean up benches after play including wiping down chairs and any spills
- Officials to use only their own whistle, along with the above noted accessories.

Available around Venue

- Hand sanitizer for spectators, volunteers, staff and teams
- Covid-19 Posters throughout the venue

Additional Information

If a notifiable event occurs the Event Manager must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector. However, this duty does not prevent any of the following actions:

1. To assist an injured person; or
2. To remove a deceased person; or
3. That is essential to make the site safe or to minimise the risk of a further notifiable event; or
4. That is done by, or under the direction of, a constable acting in execution of his or her duties; or
5. For which an inspector or the regulator has given permission.

Event Health & Safety Hazard Plan

Event name	Aon Under 17 National Championships		
Event type	Tournament		
Location	Edgar Centre, Dunedin		
Start date	14 th July, 2021	End date	17 th July, 2021
Event start time	8:00am	Event end time	10:00pm
Pack-in time	7:30am	Pack-out time	10:30pm
Total participants	37 teams – 500 participants		
BBNZ Team and roles			
Conor O'Fee – Senior Tournaments Coordinator 027 687 5379 Running of tournament, collate and distribute tournament logistics. To ensure venue is set up and operational to deliver the tournament. Provide support staff ensure the smooth running of the event. Help support the host deliver the event.			
BBO Roles			
Greg Brockbank: Tournament Director 0220287008 Peter Drew: BBO Representative Support running of tournament, collate and distribute tournament logistics. To ensure venue is set up and operational to deliver the tournament. Provide support staff ensure the smooth running of the event. Management of Volunteers and Floor Controllers.			
Subcontractor(s) and roles			
Edgar Centre Staff: Open and close venue, cleaning, emergency evacuation BBO support staff to ensure venue controlling is present across venue, game schedule and games are delivered on time, and venue is set up and packed down.			
Volunteers and roles			
Assist BBO and BBNZ staff - have additional support to handle the volume of registrations and games. Score bench and nominated referees from BBNZ Referee's Manager			
On the day communication procedure			
Tournaments Coordinators on site all day. Any questions and concerns to be directed to BBO staff/BBNZ staff or Edgar Centre staff. BBNZ representative and Tournament officials briefing daily pre first round			
Medical team and first aid procedure			
All injuries are to be reported directly to the tournament office and depending on severity an injury report sheet must be completed. Ice will be available from the control room at Edgar Centre and at Front Desk by reception. Any serious injury is to be dealt with on the court where it occurred, and the game stopped until it is safe to proceed.			

First Aid room on the ground floor next to referees' room. No appointments necessary, will complete BBNZ injury report forms for every customer.
 First aid staff include;

1. BBO Qualified First Aid staff
2. Venue Staff
3. BBNZ Staff

EVENT COMMUNICATIONS		
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
BBNZ staff & Host Association	- Planning with LOC underway	- Held over zoom due to Covid-19 restrictions
EVENT BRIEFING (person responsible)	EVENT BRIEFING (participants)	NOTES
BBNZ staff	- More specific event information will be sent when confirmed - Technical meeting held via zoom meeting with team managers and coaches	- Held over zoom due to Covid-19 restrictions
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
BBNZ	Sent out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.

Hazard Identification and Plan of Control

Pack-In / Pack Out (eg. moving vehicles, manual handling, shared workspaces, work at heights etc)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Playing surface	P	N	M	<ul style="list-style-type: none"> • Pre-event check completed • Daily check completed • Check all playing surfaces are clean and clear of any damage. Courts cleaned daily, including hoops 	Event Organisers Venue	Pre During Post
	Hoop systems	P	N	M	<ul style="list-style-type: none"> • Ensure the hoop structure is secured to their fixture. For portable basketball systems, padding covers the main structure, backboard and secured to the wall or floor. 	Event Organisers Venue	Pre During Post
	Replacing nets	P	N	M	<ul style="list-style-type: none"> • Check that the net is in good condition, if any holes then consider swapping. Use a ladder to check the net; if require. Check when the court is free of use. Ensure there is someone at the base of the ladder. 	Event Organisers Venue	Pre During Post
	Clocks: basketball (scoreboard, 24 second clocks)	P	N	M	<ul style="list-style-type: none"> • Ensure the scoreboard and 24 second clock is secured to the wall. If the 24 second clock sits on the backboard ensure the clocks are secured. 	Event Organisers Venue	Pre During Post
	Define playing space	E	N	M	<ul style="list-style-type: none"> • Corflute signage placed around the court to ensure spectators are clear of the playing area. • Signs advising spectators to stand clear of the playing court. Ensure the playing court lines are clearly marked. 	Event Organisers Venue	Pre During Post
	Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> • Use trollies to transport heavy equipment to the court. • Tape down or place caballing under mats. • Use underfloor power sources if available. • Position gear in the correct area of the court. • Position gear out of harm's way. • Ensure areas are equipped for the correct number of personnel. When moving equipment, be aware of people around you. 	Event Organisers Venue	Pre During Post
	Walkways	E	N	M	Teams should avoid using defined walkways as warm up or cool down stretching areas.	Event Organisers Venue	Pre Post

Event Hazards (eg. electrical, set or staging structures, noise, lasers, trips, falls)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Damp / slippery / wet / unsafe surface	P	Y	E	<ul style="list-style-type: none"> • Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately. • Notify venue staff of spills or spots that need attention. • Slippery surface signs displayed. • Access to cleaning cupboard to access gear if required. • If dampness is an issue, create a surface check throughout the day. • Clean courts at the end of each night if required. Move the game to different court if required.	Event Organisers Venue	During
	Hoops: in game	P	Y	M	Players not to hang on hoops.	Game Officials	During
	Hoops: out of game	P	Y	M	Players not to hang on hoops.	Event Organiser	During
	Changing rooms / toilets	P	Y	E	<ul style="list-style-type: none"> • Notify venue staff. • Slippery / wet surfaces to be cleaned. • Slippery surface signs displayed. If this is an issue, ask for a cleaning check throughout the day.	Event Organisers Venue	During
	Event Activation	P	Y	M	<ul style="list-style-type: none"> • Explain the rules to the activations are clearly communicated. • Make sure the space that is in use is free of any hazards. Any items thrown into crowd are soft and will not cause any injury.	Event Organisers	Pre & During

Environmental Hazards (eg. exposure to weather e.g. UV, heat, cold, level of light, strobe lighting)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Lighting in venue	P	Y	E	Lights to be turned on during games. If light fails, games could be suspended until appropriate lighting is back on. Move the game to another court if possible. Advise the venue to replace lights.	Host Association or Venue? BBNZ	Pre During
	Leak: in game	P	Y	M	Leak to be assessed. If possible to control, game can continue. If the leak becomes a hazard, game to be moved to different court. Advise the venue.	Host Association & Venue? BBNZ?	During

	Leak: out of game	P	Y	M	Leak to be assessed. If the leak becomes a hazard, use visible signage. Advise the venue.	Host Association & Venue?	During
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People Hazards (eg. age, fitness, children, skills, number - crowds, security)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	People	P	Y	M	Provide seating for spectators and teams to watch games if possible. Allocate area for spectators to view games is possible. Move spectators from areas that may cause harm to themselves or participants. Move spectators if blocking exits. Use visible signage which will direct people to spectator areas. Use visible signage to advise people no running or bouncing balls. All spectators will be upstairs for this event, only players and staff will be on ground floor.	Host Association & Venue?	During
	Harassment	P	Y	E	Abusive people to be removed from the premises. Ring the police if necessary. Security to remove if available. Incident report to be completed.	Host Association & Venue?	During
	Active Shooter	P	Y	M	Follow the instructions of the venue, host association, security or BBNZ Staff. Guidelines of what to do in this situation can be found in the Arena H & S plan.	Venue, Security, Host Association & BBNZ	In the Event
	Terror Threat	P	Y	I	The Event and Venue will be locked down in accordance with the venues processes. Police have been advised of the event, Follow the instructions of the Arena, host association, security or BBNZ Staff.	Venue, Security, Host Association & BBNZ	In the Event
	Death of a person	E	Y	M	<ul style="list-style-type: none"> • Follow processes set out by the event organiser and/or venue etc. • Below is an example only: <ul style="list-style-type: none"> ○ ensure your own safety ○ follow first aid processes ○ assume person is not deceased; give first aid ○ call emergency services (111) ○ make as much effort to isolate, cover and contain the area ○ shut down areas around the scene ○ notify the event organiser and the person in charge of health and safety ○ advise staff accordingly 	Event Organisers Security Police Venue	In the Event

					complete accident report forms as necessary		
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Virus Outbreak (e.g. Hygiene, Processes, Mouthguards, Sanitizer, Signage, Symptoms)							
ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Potential spread of virus	P	Y	M	<ul style="list-style-type: none"> • During pre-event briefing, the MOH recommendations will be announced clearly to all participants. Anyone who is unwell is to stay home. • Teams and officials to be aware of their participants medical history. • If there is an outbreak during the event, the Event Organiser will notify teams of the outbreak and whether the event will proceed or be cancelled. • The MOH or local DHB may make contact and may provide further guidance. <p>If applicable, the Event Organiser will advise teams prior and during the event of any updated information. Email communication prior to the event, updated information at the technical meeting, notices visible around the venue.</p>	Event Organisers	Pre
	Symptoms	P	Y	I	<ul style="list-style-type: none"> • Event Organiser to send communication to all participants, staff, volunteers of possible symptoms and if you are feeling unwell please stay at home. • Signage to be displayed at the venue for spectators. <p>If signs of visible symptoms are showing while at the venue, the person will be asked to leave or put into isolation until they have left the premises.</p>	Event Organisers Venue	Pre During
	Contact Tracing	P	Y	M	<ul style="list-style-type: none"> • All participants that enter the venue are known by pre-registration. • Govt QR code for contact tracing app is available <p>No mass gathering restrictions in place.</p>	Event Organisers Venue	Pre During Post
	Entrances, Exits and carparks	P	Y	E	<ul style="list-style-type: none"> • If there is Both Genders competing, they will be allocated a specific Arena which has its own, <ul style="list-style-type: none"> ○ Carpark ○ Entry and Exit <p>Court/s & Changing rooms</p>	Event Organisers Venue	Pre During Post
	Signage	P	Y	M	<ul style="list-style-type: none"> • All parties work together to put up signage around the venue. <p>Signage to include Ministry of Health statement of COVID-19, wash your hands, use sanitizer regularly etc.</p>	Event Organisers Venue	Pre During Post

	Cleaning Venue	E	Y	M	<ul style="list-style-type: none"> • Venue staff to clean all equipment at commencement of each day. • Venue staff to clean changing rooms and toilets throughout the day. Venue staff to clean regular touch points This includes doorknobs, rubbish bins, taps etc.	Venue Staff	Pre During Post
	Sanitizer	P	Y	M	Sanitizer available for the duration of the event in forms of bottles, free standing dispensers.	Event Organisers Venue	Pre During Post

General Hazards e.g. Smoking, alcohol, drugs, fatigue, hours of work, manual handling, lone working

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Hours of work	P	Y	M	Ensure volunteers and staff takes sufficient breaks. Food and drink is available for volunteers and staff, if applicable. Ensure rostering system is maintained and followed.	FC/BBO	Pre During Post
	Alcohol Smoke & Drug free Event	E	Y	E	Personnel not to consume onsite, if found will be asked to leave. Intoxicated personnel; asked to leave or denied access to the venue. Ring the police if necessary. Security to remove if available. Incident report to be completed. All participants to sign UTSNZ Participation Agreement (acknowledging and agreeing to UTSNZ Code of Conduct and Clean Sport Commitment)	BBO/FC	As Required

Site Specific hazards e.g. any hazards identified by venue that may impact on event/activities

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Equipment and floor failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. If during the event, cordon off the area if necessary. Maintenance personnel on call. Replacement equipment on hand if available. Move game to another court if possible.	Host Association & Venue? BBNZ?	Pre During
	Moving seating	P	Y	M	Cordon off area. Remove spectators before moving seating.	Host Association & Venue	Pre During

					Move seating at the end of the night when the floor is clear of people.		
	Power failure	P	Y	M	Appropriate maintenance to be undertaken prior to the event. Maintenance personnel on call. Move game to another court if possible. Games will be suspended until power comes back on. Games to be played at another venue.	Host Association & Venue? BBNZ?	Pre During
	Natural Disaster	P	Y	M	Follow the venue procedures. Follow civil defence procedures.	Host Association & Venue? BBNZ?	Pre During
	Fire Evac	P	Y	M	Follow Venue Evacuation procedures	Venue / BBNZ / Host Association	During

Staging/Structures (eg. ground stability, size and weight, temporary structures/stands, scaffolding)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Seating: individual / stands / retractable	P	Y	M	All types of seating to be safe and signed off as per the venues requirements.	Host Association & Venue?	Pre During Post
	Signage: corflutes, banners, flags	P	Y	M	All signage will be clear to all public and will be placed in appropriate areas	Host Association / Venue / BBNZ	Pre During

Stallholders/Vendors Hazards (eg. food/health safety)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Café/canteen	P	Y	M	Follow the venue's agreement regarding the use of the kitchen and cooking. Use trollies to transport heavy equipment. Tape down or place caballing under mats. Use power sources that are available. Position gear in the correct area. Position gear out of harm's way. Ensure areas are equipped for the correct number of personnel accessing the area. When moving equipment be aware of people around you. Wash hands regularly.	Host Association & Venue?	Pre During Post

					Keep benches clean and clear. Keep food refrigerated.		
	Volunteer / Officials / Staff Food	P	Y	M	<ul style="list-style-type: none"> Follow the venue's agreement regarding the use of the kitchen and cooking. Food provided by certified food personnel Food is stored/cooled/heated properly and served in appropriate time	Event Organisers Venue	During
	Merchandise	P	N	E	All loose items that could fall must be packed away. All cords must be covered with cable protectors or taped down securely so there are no trip hazards. Stall not in way of fire exits or thoroughfares. Person watching at all times.	Merchandise contractor	

Other Hazards (eg. waste management, helicopters, etc)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Waste Management	P	Y	M	Daily cleaning schedule. Notify the venue.	Venue	

High Risk Hazards (eg. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Livestreaming	E	Y	E	All gear must be stable and if possible secured to platform. All loose items that could fall must be packed away. All cords must be covered with cable protectors or taped down securely so there are no trip hazards.	Host Association & Venue? BBNZ	Pre During Post

Sport Specific Hazards (eg. Injuries)

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required	By Whom	Date Completed
	Player injuries	E	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	Host Association & Venue?	Pre During Post

	Blood	P	Y	M	Blood on uniforms – the item of clothing must be removed & a clean item worn. Player won't be allowed back on court until clean item on. Blood on skin - blood must be removed before the player can re-enter the game. Blood kits available, to clean surfaces/ball where blood is detected. Refer to the BBNZ blood kit and process	Referees & Host Association	During
	Head injuries	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary.	Host Association & Venue?	During
	Sprain/ broken bone/ awkward landings	P	Y	M	Basic first aid applied by certified personnel. Once an injury assessment is completed it will be decided if an ambulance is necessary. If person can be moved, help off the court or out of harms way.	Host Association & Venue?	During
	Dehydration	P	Y	E	Water readily available to all players via fountains or taps.	Host Association & Venue?	During
	Mouth damage	P	Y	E	Mouth guards are now compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced.	Referees	During

Additional Information

If a notifiable event occurs the Event Manager must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector. However, this duty does not prevent any of the following actions:

6. To assist an injured person; or
7. To remove a deceased person; or
8. That is essential to make the site safe or to minimise the risk of a further notifiable event; or
9. That is done by, or under the direction of, a constable acting in execution of his or her duties; or
10. For which an inspector or the regulator has given permission.