

: **Conditions of Hire: Covid Protection Framework Orange**

Vaccination Certificates: Anyone entering the facility over 12 years and 3 months of age must have either a digital or paper copy of their vaccination certificate and can only gain access once verified by the hirer. The PCBU (hirer) is responsible for verifying anyone that enters the facility during their booking. You cannot operate otherwise.

Face Coverings: Face coverings are strongly encouraged.

Contact Tracing: Contact tracing register/s for all participants and officials must be in place and be accessed quickly if required. This information must be kept for at least 8 weeks and provided to WCSC management if requested. The WCSC has QR codes at each entrance as well as other areas throughout the facilities however in-line with the updated contact tracing protocols from the Government, hirers may be required to have a person stationed at the point of entry to ensure anyone entering the facility has scanned in or their contact information is manually collected. Manual contact tracing information must not be made available for the public to see.

Cleaning and Hygiene: Participants and officials must adhere to basic hygiene measures, including washing and drying hands before and after any activity. Also, exercise caution with common touch points (e.g. gates or doors) and wash or sanitise your hands after touching these surfaces.

Hirers will be responsible for all sanitising at regular intervals for the duration of their booking including toilets and high touch point areas, with the Centre sanitising at the conclusion of the booking. If unwell stay home.

Gatherings/Limits: 750 Springvale Stadium.

Physical Distancing 1m: People may participate in team sport and physical activity, including where physical distancing cannot be maintained. This means that training and competition for contact sports will be possible if other public health measures are observed. Participants are encouraged to maintain 1m physical distancing and wear a face mask when not participating in the sport or activity.

Competition/League: Before you commence your Competition/League/Tournament/Training, it is a requirement to return this document to the Manager acknowledging that you have read, understood and will comply with the systems in place.

Conditions of Hire: These specific conditions of hire are only in effect during the Covid-19 crisis and are in conjunction with the Wanganui Community Sports Centre's original Conditions of Hire.

Please note: Failing to comply with these conditions the hirer may be liable for a fine up to \$12,000 and if a hirer intentionally fails to comply with these conditions, they may be liable for a fine up to \$12,000 as well as 6 months imprisonment as per the penalties for breaches of the Covid-19 orders set out by government.

Hirer.



Date

11.07.2022

Basketball Whanganui

WANGANUI COMMUNITY SPORTS CENTRE INC.

CONDITIONS OF HIRE

- Fire and Evacuation Procedure:** The Hirer is responsible to comply with all regulations to ensure the safety of users. **WARNING: - Any false activation of fire alarms by "The Hirer" will incur a call-out charge and could incur a cost of \$1000 plus GST by The New Zealand Fire Services. All users of Jubilee Stadium MUST ensure that both security gates at main entrances are unlocked when entering the facility for fire egress purposes and locked when vacated. Hirers may be liable for prosecution if these procedures are not met.**
- Playing Areas:** Please respect the playing area. The floors are maintained to provide suitable surfaces for sport. Ensure that all equipment used will not damage these surfaces, this includes checking shoes for tar and/or stones and the non-use of silicone sprays etc inside the facilities. **Any damage to the playing area will be the responsibility of the hirer.** If using skates, check that no sharp fastenings stick out from the wheels or stoppers as this may permanently damage the floor surface. Only soft rubber soled sports shoes are to be worn on the floor for sport. Dirty gumboots and dirty work/school shoes/boots are not permitted in the facilities – they must be cleaned before entry. **Stilettoes** are not permitted in any of the facilities under any circumstance.
- Court Markings:** The Manager must approve **All** markings and no tape shall be used without approval. Duck tape is prohibited
- Alcohol:** Is permitted in the supper and meeting rooms. Alcohol may also be permitted in the stadium playing areas for social functions with the prior written approval of the Manager. No bottles or glasses are allowed in the changing rooms. A liquor license is required for all sales of alcohol and must have the Centre's approval.
- Smoking:** Smoking is not permitted in any of the Sports Centres complexes.
- Vehicles:** Please park in the car parks provided, vehicles will be towed away at the owner's expense if parked on the grassed areas and disabled carparks. Vehicles may only use the entrance path to the Jubilee Stadium for servicing as required.
- Cleaning:** The Hirer must ensure that all facilities are kept clean and tidy during and after use. This includes sweeping facilities used and removing all rubbish. Hirers generating large amounts of rubbish shall make their own arrangements for rubbish removal from the site. Failing to comply with these conditions the hirer will be charged a \$100.00 per hour cleaning fee. Special cleaning arrangements can be made with the Manager at the cost of the hirer.
- Damage:** **Any breakages or damage to the buildings, floor, fittings and/or furnishings are to be paid for by the hirer. This includes any false/malicious activated fire alarms. Any graffiti or tagging to the facilities will incur an automatic \$100.00 removal fee as well as the persons involved being trespassed from the Centre's facilities. Hirers of the facilities will be charged by the Council if it is found that any damage to the bollards is caused by the hirers users.**
- Lights and Heaters:** Please ensure that all lights and heaters are turned off when not required. Failure to do so will result in additional electricity costs that will be charged to the hirer.
- Furniture and Equipment:** Please do not move any facility furniture or equipment between stadiums without prior permission from the Manager. Permission is also required to install additional equipment.
- Meeting Room:** This room is available free of charge to member associations.
- Catering:** The Manager has been granted sole catering rights to the stadiums and this includes soft drinks, confectionery etc. Please contact the Manager for catering requirements. Other arrangements **may** be made with prior permission from the Manager, however an additional charge will apply.
- Supper Room:** This facility is available to member associations free of charge.
- Bicycles/Scooters/Skateboards:** To be kept out of the Stadiums at all times. Bike racks available.
- Outside Equipment:** All Special Equipment (Cheery Pickers, Smoke Making Machines, Heaters Etc.) being brought into the Stadium for use, **MUST** first have the permission from the Complex Manager because of our **high tech fire sensor equipment.**
- First Aid:** All hirers of the Wanganui Community Sports Centre Inc facilities are responsible for their own first aid requirements.
- Fire Exit Doors:** All fire exit doors are to be kept closed at all times except for the evacuation of fire or loading/unloading of equipment.
- CCTV Cameras:** CCTV cameras are in operation 24 hours a day in all of the Centre's facilities. The cameras are for security purposes as well as monitoring bookings with the introduction of a web-based online booking system. Footage is kept for 28 days and is only accessed by the manager of the facility.
- Security Gates:** Please ensure that security gates at both entrances are unlocked when using Jubilee main hall and locked at the completion of your booking. Jubilee Extension users need only to unlock and secure the gates at their entrance.

General:

- Sub-letting** of facilities to any other user is not permitted. Any complaints or suggestions regarding hiring of the facilities should be in writing and addressed to the Manager within 48 hours of hire.
- All accounts must be paid prior to usage of venues except member sports and reputable organisations. Cancellation of any booking after 1 month (non members) 14 days (members) will result in a 20% cancellation fee which will be required to be paid as a non-refundable deposit to secure a booking. Accounts not paid by the 20th of the month of booking will incur a 10% penalty per month of overdue payment.
- The Wanganui Community Sports Centre accepts no liability for loss or damage to persons or property through the utilisation of its facilities.

Alan Kenny
Manager/Secretary

Basketball Whanganui

Hirer



Date 7/29/2022

RISK ANALYSIS & MANAGEMENT SYSTEM

Name:	Basketball Whanganui	Date: 01/01/2022 - 31/12/2022
Activity:	All Basketball Activities - Premier; Sec Schools; Intermediate Schools; Miniball; Practices.	
Facility:	Springvale Stadium	

Analysis	Description			
UNDESIRED EVENT(S) Accident, injury, other form of damage	Accident causing Injury/Harm Dehydration Broken limbs Bruising Lacerations Sprains			
CAUSAL FACTORS	People	Equipment	Environment	
	Bad preparation	Unsuitable footwear	Can get very hot	
	Disorganisation	Unsuitable clothing	Public area	
	Overcrowded facilities	Faulty equipment	Moisture on floor	
	No supervision	No Telephone	Steep staircase/seating area	
		No First Aid kit	Blocked fire egress	
		No Door Mat	Climbing on/over/under or through safety rails	
RISK MANAGEMENT STRATEGIES	NORMAL OPERATION	Good supervision Understand all emergency/fire evacuation procedures Organisation	Suitable footwear/clothing First aid kit Telephone/Cell phone with emergency numbers on hand Available refreshments Correct use of equipment Maintain equipment Door Mat	Facility inspection of possible hazards before use Fire evacuation exit awareness Fire alarm point awareness Removal of any moisture on floor Removal of any hazards around fire exits. Supervision of children near safety rails and seating/staircases.
	EMERGENCY	Dial 111 Telephone/situated First Aid kit Evacuation area Fire Hoses/extinguisher areas		

<p>ACTIVE SHOOTER</p>	<ul style="list-style-type: none"> • Where possible remove yourself and others from the vicinity of the offender • Find a place of safety, in an out-of-sight hiding place or behind a lockable door • If confronted, do exactly as instructed, be submissive, avoid eye contact • Use opportunities to escape if presented • From a safe location call 111 and give as much detail as possible • Alert other staff and students when able to do so • IF SAFE TO DO SO, provide First Aid to victims • Do not return to the scene or building until the 'all clear' has been given
<p>POLICIES AND GUIDELINES RECOMMENDED</p> <p>SKILLS REQUIRED BY HIRERS</p>	<p>If the facility is hazardous or becomes hazardous to any individual person/team/group etc. Please cease any activity and report to the Manager of the complex. If Manager is unavailable and the hazardous area/areas cannot be remedied, <u>DISCONTINUE</u> all activities.</p> <p>Children are required to be controlled/supervised on the stairs/seating area during any event. The steep stairs/seating area is hazardous to children running/playing around.</p> <p>Managers No. 027 201 2651</p> <p>Fire Evacuation Awareness Supervision/Hazard Awareness Lock Up Requirements</p>
<p>COVID-19 At alert Level Orange</p>	<ul style="list-style-type: none"> • Contact Trace – All people in your booking • Keep a copy of the contact tracing for at least 3 weeks • Physical Distancing – 1 Metre whenever possible • Hygiene – Wash/dry hands before and after activities • If any person is unwell, stay home and get tested • Occupancy restricted to 750 people • Regularly disinfect any shared equipment and surfaces • Additional restrictions will be in place at Red • Vaccine passes must be verified for entry – Vaccine Pass Venue
<p>FINAL DECISION ON IMPLEMENTING ACTIVITY</p>	<p style="text-align: center;"><u>Choose One</u></p> <p>[Accept] [Reject]</p> <p>Comments:</p> <p>Please check facility for hazards before starting any activity.</p> <p>Please ensure that there are no skateboards/scooters brought into the facility.</p> <p>Gumboots and dirty work books are not permitted in any of the facilities.</p>