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| Event name | Southern Cup | Event type | Secondary School Tournament |
| City | Timaru | Venue | Southern Trusts Event Centre |
| Start date | 29 August, 2023 | End date | 1 September, 2023 |
| Event start time | 8am | Event end time | 9pm |
| Pack-in date & time | 28 August, 2023 | Pack-out date & time | 1 September, 2023 |
| Total participants | 400-500 | | |
| BBNZ personnel and roles | | | |
| Our assigned BBNZ staff member will support the Host, remotely and is on call. | | | |
| Host Association personnel and roles | | | |
| Sean Fuller gm@southcanterbury.basketball 03 686 2906 South Canterbury Basketball General Manager | | | |
| Subcontractor(s) and roles (if applicable) | | | |
| N/A | | | |
| Volunteers and roles | | | |
| Scorebench personnel Stadium Staff – general stadium care and cleanliness | | | |
| Medical team and first aid procedure | | | |
| South Canterbury Basketball Staff first aid trained | | | |
| Pre event communication procedure | | | |
| BBNZ communicates all event details, changes and answers queries from schools/teams and the host association. Event information is sent via email and accessible on the BBNZ website www.nz.basketball . | | | |
| During event communication procedure | | | |
| The host association communicates with teams during the event. A technical meeting is held the night prior to the event to outline competition details, rules and regulations and answer any queries. BBNZ staff is not present at the event, however are available via email and phone for the duration of the event. BBNZ will maintain communication with the host association during the event. | | | |
| Post event communication procedure | | | |
| BBNZ communicates post event information to schools/teams and the host association. BBNZ will maintain communication with the host association until the host obligations has been completed. | | | |

| 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 (add persons role) | Date Completed (add date) |
| | Playing surface | P | N | M | Check all playing surfaces are clean and clear of any damage | Venue | Pre During Post |
| | Lighting: on playing surface / rooms | P | N | M | Check there is sufficient lighting on all courts. Check there is sufficient lighting in all rooms. Advising the venue to replace any lights if required | Venue | Pre During Post |
| | Hoop systems | P | N | M | Use trollies to transport heavy equipment to the court. 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. | Venue | Pre During Post |
| | Replacing nets | P | N | M | Check that the net is in good repair. 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. | Venue | Pre During Post |
| | Clocks: basketball (scoreboard, 24 second clocks) | P | N | M | 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. | Venue | Pre During Post |
| | Define playing space | E | N | M | 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. | Host Association | Pre During Post |
| | Setup: team benches / scorebench, offices, seating, signage | P | N | M | 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. | Host Association and Venue? | Pre During Post |
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| 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 (add persons role) | Date Completed (add date) |
| | Damp / slippery / wet / unsafe surface | P | Y | E | Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately. Notify venue staff if their role. 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. | Host Association | During |
| | Hoops: in game | P | Y | M | Players not to hang on hoops. | Game Referee | During |
| | Hoops: out of game | P | Y | M | Players not to hang on hoops. | Host Association: | During |
| | Changing rooms / toilets | P | Y | E | 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. | Host Association | During |
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| 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 (add persons role) | Date Completed (add date) |
| | 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. | 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 |
| | | | | | | | |
| 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 (add persons role) | Date Completed (add date) |
| | 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. | 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. | Venue after advice from Host Association | During |
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| General Hazards (eg. 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 (add persons role) | Date Completed (add date) |
| | 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. | Host Association: | Pre During Post |
| | Alcohol, drug & smoke free event | P | Y | E | BBNZ events are alcohol, drug, and smoke free. Use visible signage to advise. 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. | Host Association & Venue | Pre During |
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| Vehicle Hazards (eg. speed, road legal, floats, access to site) | | | | | | | |
| ID | Hazard | Existing (E) / Potential (P)? | Significant? Y/N | Eliminate (E) Isolate (I) Minimise (M) | Controls in Place/ Action Required | By Whom (add persons role) | Date Completed (add date) |
| | Busy carpark | P | Y | M | Abiding by speed limit | Venue & Public | Pre During Post |
| | | | | | | | |
| Activities Hazards (eg. amusement devices, flying fox, giveaways, street theatre) | | | | | | | |
| ID | Hazard | Existing (E) / Potential (P)? | Significant? Y/N | Eliminate (E) Isolate (I) Minimise (M) | Controls in Place/ Action Required | By Whom (add persons role) | Date Completed (add date) |
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| Site Specific hazards (eg. 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 (add persons role) | Date Completed (add date) |
| | 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. Move seating at the end of the night when the floor is clear of people. | Host Association & Venue | Pre During |
| | 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 |
| | | | | | | | |
| 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 (add persons role) | Date Completed (add date) |
| | 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 |
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| 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 (add persons role) | Date Completed (add date) |
| | 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. Keep benches clean and clear. Keep food refrigerated. | Host Association & Venue | Pre During Post |
| 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 (add persons role) | Date Completed (add date) |
| | 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 (add persons role) | Date Completed (add date) |
| | 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/ Actions Required | By Whom (add persons role) | Date Completed (add date) |
| | 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 |
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| VIRUS OUTBREAK (eg. hygiene, processes, mouthguards, sanitizer, signage, symptoms) | | | | | | | |
|--|-------------------------------|------------------|--|---|----------------------------|---------------------------|--|
| Hazard | Existing (E) or Potential (P) | Significant? Y/N | Eliminate (E) Isolate (I) Minimise (M) | Controls in Place and Action Required | By Whom (add persons role) | Date Completed (add date) | |
| 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. | BBNZ | Pre During Post | |
| 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. | BBNZ Venue | Pre During Post | |

| | | | | <ul style="list-style-type: none"> • If someone is showing signs of visible symptoms while at the venue, the person will be asked to leave or put into isolation until they have left the premises. | Host | |
|---|-------------------------------|------------------|--|--|----------------------------|---------------------------|
| 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. • No mass gathering restrictions in place. | BBNZ & Host 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. • Signage to include Ministry of Health statement of COVID-19, wash your hands, use sanitizer regularly etc. | Host Venue | Pre During Post |
| Cleaning venue | E | Y | M | <ul style="list-style-type: none"> • Venue to provide a professional cleaning company to clean/sanitise public areas & toilets. • Venue staff to replace bathroom amenities & wipe down vanities throughout the day. • Venue staff to clean regular touch points This includes doorknobs, rubbish bins, taps etc. | Venue | Pre During Post |
| Sanitizer | P | Y | M | <ul style="list-style-type: none"> • Sanitizer available for the duration of the event in forms of bottles, free standing dispensers. | Host Venue | Pre During |
| Training balls and game balls | E | Y | I | <ul style="list-style-type: none"> • Game balls to be provided. • Teams to use own training and warm up balls. • To clean a basketball, use disposable gloves and a disposable anti-bacterial wipe, or by spraying with a disinfectant spray/solution and wipe with paper towels. | BBNZ Teams Host | Pre During Post |
| Lost property | P | Y | M | <ul style="list-style-type: none"> • As per venue protocols – venue to hold items 3 to 6 months. We will let Host know if any valuables found otherwise all items just get recorded and then eventually donated. | Venue | Pre During Post |
| Mouthguards | E | Y | M | <ul style="list-style-type: none"> • Discourage the removal of a mouthguard. If players remove mouthguards, all should be encouraged to washing or sanitising hands. • For non-contact period ie individual workouts, mouthguards are not mandatory. • Continue to use the BBNZ mouthguard policy unless directed by the MOH and BBNZ. For more information regarding the BBNZ mouthguard policy refer to the BBNZ Regulations. | Teams | Pre During Post |
| VIRUS OUTBREAK (eg. hygiene, processes, mouthguards, sanitizer, signage, symptoms) | | | | | | |
| Hazard | Existing (E) or Potential (P) | Significant? Y/N | Eliminate (E) Isolate (I) Minimise (M) | Controls in Place and Action Required | By Whom (add persons role) | Date Completed (add date) |
| Team and participant gear | P | Y | M | <ul style="list-style-type: none"> • All gear participants use will be their own, no swapping of towels, drink bottles and mouthguards etc. • No communal uniform swapping or hire available. • No using of other teams balls or warm up equipment. • Minimal gear to be brought in by teams, this speeds up time to clear out after the game. | Teams | Pre During Post |
| Referees and Officials | P | Y | M | <ul style="list-style-type: none"> • All gear officials use will be their own, no swapping of towels, drink bottles and mouthguards etc. | Officials | Pre During Post |
| Spectators | P | Y | M | <ul style="list-style-type: none"> • Spectators are allowed to enter the arena. • All spectators must view games from stands upstairs. | Host & Venue | Pre During Post |

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.