

Event name	National Tertiary Basketball Championship		
Event type	Tertiary National Championship Tournament		
Event venue & address	Cowles Stadium, 170 Pages Road, Aranui, Christchurch 8062		
Event city	Christchurch	Total participants	Approx. 200
Event start date	15/09/2023	Event end date	17/09/2023
Event start time	9am	Event end time	5pm
Pack-in date & time	14/09/2022 approx. 7:30pm	Pack-out date & time	17/09/2022 approx. 5pm
EVENT PERSONNEL			
EVENT ORGANISERS (person responsible)	ASSOCIATION / EVENT ORGANISER TEAM ROLES	MOBILE & EMAIL	
Jordi Walker	Basketball New Zealand Senior Event Coordinator	jordi@nz.basketball 027 687 5379	
Tiwai Wilson	University and Tertiary Sport New Zealand Event Manager	tiwai.wilson@utsnz.co.nz 027 623 0824	
Nicole Gleason	Canterbury Basketball Association Event Manager	nicole@canterbury.basketball 021 143 6165	
VENUE (person responsible)	VENUE TEAM ROLES	MOBILE & EMAIL	
Jamie Graham	Christchurch City Council Team Leader - Events	jamie.graham@ccc.govt.nz 027 522 5951	
VOLUNTEER ROLES (person responsible)	VOLUNTEER ROLES	MOBILE & EMAIL	
Nicole Gleason	Court controllers, score bench officials	nicole@canterbury.basketball 021 143 6165	
SUBCONTRACTORS (person responsible)	SUBCONTRACTOR ROLES	MOBILE & EMAIL	
Chris Andrews	Livestream – N-Tech	021433269 chris.andrews@n-tech.co.nz	
MEDICAL	MEDICAL ROLES	MOBILE & EMAIL	
Kylie Cox & Benedict Yanzick	Physio	02112890090 – Kylie, 0274615043 – Benedict	
Jordi Walker	First Aid Responder	jordi@nz.basketball 027 687 5379	
EMERGENCY	EMERGENCY ROLES	MOBILE AND EMAIL	
Venue – Jamie Graham	Venue related emergencies	jamie.graham@ccc.govt.nz 027 522 5951	
Event – Jordi Walker	Tournament related/player emergencies	jordi@nz.basketball 027 687 5379	

EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to team managers)	NOTES
Tiwai Wilson – UTSNZ Events Manager	- Draw and Draw Letter - Health and Safety Plan, Venue information including Evacuation Plan	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
Jordi Walker – BBNZ Event Coordinator	- All staff and volunteers to be briefed on the morning of day 1. To be informed of relevant H&S and evacuation procedures	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (team managers)	NOTES
Jordi Walker – BBNZ Event Coordinator Tiwai Wilson – UTSNZ Events Manager	- Technical meeting to be held via zoom meeting with at least one representative from each team. Key areas covered include Draw Letter, H&S plan, venue layout.	- Held online on Wednesday 13 September
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
Jordi Walker – BBNZ Event Coordinator Tiwai Wilson – UTSNZ Events Manager	Send out via all BBNZ Social media channels Key communication items sent to all Team Managers via email and/or text message.	- Host and UTSNZ to share through own social media channels.
POST EVENT REPORTING (person responsible)	POST EVENT REPORTING (how to receive feedback, survey etc)	NOTES
Jordi Walker - BBNZ Event Coordinator Tiwai Wilson – UTSNZ Event Manager	Post event survey to be conducted with team managers and players by UTSNZ. De-brief meeting to be conducted between BBNZ and UTSNZ. Event Report to be completed by BBNZ/UTSNZ – template supplied.	

VIRUS OUTBREAK (E.G. 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 colds/flu/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. • 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. 	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. • 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. 	Event Organisers Venue	Pre During
Cleaning Venue	E	Y	M	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Sanitizer available for the duration of the event 	Event Organisers Venue	Pre During Post
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> • Game balls to be provided by BBNZ • Teams to use own training and warm up balls. 	Event Organisers Officials	Pre During Post
Lost Property	P	Y	M	<ul style="list-style-type: none"> • All lost property will be handed into the venue reception for collection 	Event Organisers Venue Staff	Pre During Post

VIRUS OUTBREAK (E.G. 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)
Mouthguards	E	Y	M	<ul style="list-style-type: none"> Discourage the removal of a mouthguard. If players remove mouthguards, all should encourage washing or sanitising hands. 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. 	Event Organisers Officials	Pre During Post
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. Discourage using of other teams balls or warm up equipment. 	Event Organisers 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. 	Event Organisers Officials	Pre During Post
Cleaning equipment	P	Y	M	<ul style="list-style-type: none"> Cleaning kit to be placed at each scorebench or available at a centralised area for ease of access. The kit should include, disposable gloves, sanitiser, cleaning wipes, disinfectant solution, paper towels, rubbish bags If the venue can complete the above task, it is still recommended to have cleaning kits available. A Cleaning kit will also be held at the central control desk area 	Event Organisers Venue	Pre During Post
Spectators	P	Y	M	<ul style="list-style-type: none"> Spectators are allowed to enter the arena 	Event Organisers Venue	Pre During Post

HAZARD IDENTIFICATION AND PLAN OF CONTROL

SPORT SPECIFIC HAZARDS (EG. INJURIES)						
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	<ul style="list-style-type: none"> • First Aid Responder to provide initial assistance with injuries. • Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed – see nearest medical facilities on page 13. • Ice is available at the court 1 score bench and a first aid kit at reception. • Injury form to be filled out by the First Aid Responder in the event of a reportable injury. • For serious injuries, contact emergency services immediately on 111. 	Identified First Aid Responder Event Organisers Venue	Pre During Post
Blood	P	Y	M	<ul style="list-style-type: none"> • Blood on uniforms – the item of clothing must be removed & a clean item worn. Player will not 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 (see attached) 	Event Organisers Venue	During
Head injuries	P	Y	M	<ul style="list-style-type: none"> • First Aid Responder will provide help with injuries. • Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed. • Injury form to be filled out by the First Aid Responder in the event of a reportable injury. • Follow ACC Sportsmart Concussion Guidelines 	Event Organiser Medical staff Venue	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> • First Aid Responder will provide help with injuries. • Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed. • Injury form to be filled out by the First Aid Responder in the event of a reportable injury. • Ice is available at the court 1 score bench and a first aid kit at reception. • For serious injuries, contact emergency services immediately on 111. 	Event Organiser Medical staff Venue	During
Dehydration	P	Y	E	<ul style="list-style-type: none"> • Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance. 	Event Organisers Venue	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> • First Aid Responder to provide initial assistance with injuries. • Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed – see nearest dental clinic on page 13. • Ice is available at the court 1 score bench and a first aid kit at reception. • Injury form to be filled out by the First Aid Responder in the event of a reportable injury. • For serious injuries, contact emergency services immediately on 111. 	Event Organiser Medical staff Officials	During

PACK-IN / PACK OUT (EG. MOVING VEHICLES, MANUAL HANDLING, SHARED WORKSPACES, WORK AT HEIGHTS ETC)						
Hazard	Existing (E) or 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	<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: basket ball (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	<ul style="list-style-type: none"> 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)						
Hazard	Existing (E) or 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	<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	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Game Officials	During
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> • 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)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During
Leak: in game	P	Y	M	<ul style="list-style-type: none"> Leak to be assessed. If possible to control, game can continue. If the leak becomes a hazard, game to be moved to different court or venue. Host and or BBNZ to use leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Event Organisers Venue	During
Leak: out of game	P	Y	M	<ul style="list-style-type: none"> Leak to be assessed. If the leak becomes a hazard, use visible signage and the leak checklist to determine whether or not to move upcoming games to different courts or venues. Host and or BBNZ to use Leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Event Organisers Venue	During

PEOPLE HAZARDS (EG. AGE, FITNESS, CHILDREN, SKILLS, NUMBER - CROWDS, SECURITY)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • Provide seating for spectators and teams to watch on all courts. • 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. 	Event Organisers Venue Security Police	During
Harassment	P	Y	E	<ul style="list-style-type: none"> • Abusive people to be removed from the premises. • Zero Tolerance Sport Rage Policy will be strictly enforced • Security are on site and can be contacted through floor control. • Ring the police if necessary. • Incident report to be completed. 	Event Organisers Venue Security Police	During
Active Shooter	P	Y	M	<ul style="list-style-type: none"> • Follow the instructions of the venue, event organiser, security or staff. • Guidelines of what to do in this situation can be found in the venue H & S plan. 	Event Organisers Security Police Venue	In the Event
Terror Threat	P	Y	I	<ul style="list-style-type: none"> • 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 venue, event organiser, security or staff. 	Event Organisers Security Police Venue	In the Event
Serious Injury/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 ○ complete accident report forms as necessary 	Event Organisers Security Police Venue	In the Event

GENERAL HAZARDS (EG. SMOKING, ALCOHOL, DRUGS, FATIGUE, HOURS OF WORK, MANUAL HANDLING, LONE WORKING)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • 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. 	Event Organisers Security Police	Pre During Post
Alcohol, drug & smoke free event	P	Y	E	<ul style="list-style-type: none"> • 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. 	Event Organisers	Pre During

VEHICLE HAZARDS (EG. SPEED, ROAD LEGAL, FLOATS, ACCESS TO SITE)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • Abiding by speed limit • Follow Physical distancing restrictions from strangers • No loitering 	Venue & Public	Pre During Post

SITE SPECIFIC HAZARDS (EG. ANY HAZARDS IDENTIFIED BY VENUE THAT MAY IMPACT ON EVENT/ACTIVITIES)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • 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. 	Event Organisers Venue	Pre During
Moving seating	P	Y	M	<ul style="list-style-type: none"> • Cordon off area. • Remove spectators before moving seating. • Move seating at the end of the night when the floor is clear of people. 	Event Organisers Venue	Pre During
Power failure	P	Y	M	<ul style="list-style-type: none"> • 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. 	Event Organisers Venue	Pre During
Natural Disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Event Organisers Venue	Pre During
Fire Evac	P	Y	M	<ul style="list-style-type: none"> • Follow Venue Evacuation procedures 	Event Organisers Venue	During

STAGING/STRUCTURES (EG. GROUND STABILITY, SIZE AND WEIGHT, TEMPORARY STRUCTURES/STANDS, SCAFFOLDING)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> • All types of seating to be safe and signed off as per the venues requirements. 	Event Organisers Venue	Pre During Post
Signage: corflute, banners, flags	P	Y	M	<ul style="list-style-type: none"> • All signage will be clear to all public and will be placed in appropriate areas 	Event Organisers Venue	Pre During

STALLHOLDERS/VENDORS HAZARDS (EG. FOOD/HEALTH SAFETY)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. 	Event Organisers Venue	Pre During Post
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	<ul style="list-style-type: none"> 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)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> Daily cleaning schedule. Notify the venue. 	Event Organisers Venue	

HIGH RISK HAZARDS (EG. WORK AT HEIGHTS, FLYING OPERATIONS, PYROTECHNICS ETC, CONFINED SPACES, HAZARDOUS SUBSTANCES, MOVING SET PIECES)						
Hazard	Existing (E) or 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	<ul style="list-style-type: none"> 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. Venue induction must be complete before company can be onsite 	Event Organisers Production company Venue	Pre During Post

Other contacts

Physio	Nearest Physiotherapy	Moyus Eastcare Physiotherapy, 321 Pages Road, Aranui, 03 388 8815
Dental	Nearest Dental Clinic	Linwood Ave Dental, 201A Linwood Avenue, Linwood, 03 389 6023
Hospital	Nearest Emergency Department	Christchurch Hospital, 2 Riccarton Avenue, Christchurch Central

Important items to note

- Plan to be read in conjunction with the Cowels Stadium Emergency EVAC Procedures
- Managers are expected to have basic first aid supplies, although there is a first aid kit available for use at reception.
- Ice will be available – See event staff
- In the case that a defibrillator is required, this is located at reception.
- In the case of emergency, please dial 111.
- Cowels Stadium evacuation procedures have been provided alongside this Health and Safety plan and will be reiterated at the managers meeting.