

Event name	2024 BBNZ TUPU League Women's Finals		
Event type	Tournament		
Event venue & address	Queen Elizabeth Youth Centre, 71 Eleventh Avenue, Tauranga		
Event city	Tauranga	Total participants	144
Event start date	21 June 2024	Event end date	23 June 2024
Event start time	8:00am	Event end time	9:30pm
Pack-in date & time	20 June	Pack-out date & time	23 June 10:00pm
EVENT PERSONNEL			
EVENT ORGANISERS – BBNZ (person responsible)		ROLES	EMAIL & PHONE
Kathrynn Jelas Alex Wright Lauren Fitzgerald-Love Campbell Marsters Liam Collins		Tournaments Lead Events Coordinator National Officials Developer Technical Commissioner Marketing and Communications Advisor	kathrynn@nz.basketball 027 233 2223 alex@nz.basketball 027 687 5379 lauren@nz.basketball 022 134 7357 competitions@harbour.basketball 021 083 973 18 liam@nz.basketball 027 350 2303
EVENT ORGANISERS – HOST (person responsible)		ROLES	EMAIL & PHONE
Mark Rogers Helen Richardson		Tournament Director Competitions & Events Manager	gm@tauranga.basketball 022 461 3934 competitions@tauranga.basketball 022 163 7113
VENUE (person responsible)		VENUE TEAM ROLES	EMAIL & PHONE
Mike Rendall Kelly Kuka		Venues Supervisor: QEYC, Aquinas, Merivale Sports Facilities Manager	Michael.rendall@bayvenues.co.nz (07) 557 6312 Kelly.Kuka@bayvenues.co.nz 027 839 4204
SUBCONTRACTORS (person responsible)		SUBCONTRACTOR ROLES	EMAIL & PHONE
N-Tech Beyond Physio & Fitness (Cormac Callaghan)		Live Stream Provider (Saturday 22 & Sunday 23) Physio (Friday 21 to Sunday 23)	Chris.andrews@n-tech.co.nz 021 433 269 cormac@beyondphysio.co.nz 07 571 6745
VOLUNTEER ROLES (person responsible)		VOLUNTEER ROLES	MOBILE & EMAIL
Helen Richardson		Floor Controller	competitions@tauranga.basketball 022 163 7113



EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to participants)	NOTES
BBNZ staff & Host Association	- Planning with LOC underway	- Held over zoom and/or teleconference
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
BBNZ staff Head Trainer (Ken Coulson)	- More specific event information will be sent when confirmed - Referee induction held on court on Thursday afternoon before games tip off	- Held over zoom
EVENT BRIEFING (person responsible)	EVENT BRIEFING (participants)	NOTES
BBNZ staff	- Technical meeting to be held via zoom meeting with team managers and coaches	
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels

POST EVENT REPORTING (person responsible)	POST EVENT REPORTING (how to receive feedback, survey etc)	NOTES
BBNZ (Alex Wright)	-	
EMERGENCY (person responsible)	EMERGENCY COMMUNICATIONS (evacuation, lost person, emergency services, notification to schools/parents/media etc)	NOTES
BBNZ / HOST / VENUE	Following venue Emergency processes	
MEDICAL/FIRST AID (person responsible)	MEDICAL/FIRST AID COMMUNICATION (where, who etc)	NOTES
Physio and first aid Basic First Aid certified personnel onsite throughout event (Physio, QEYC/Venue staff & BBNZ staff)	Physio Staff All BBNZ staff Queen Elizabeth Youth Centre Staff	

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 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. • Team managers 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. 	BBNZ	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. 	BBNZ Host Venue	Pre During
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. 	BBNZ host Venue	Pre During Post
Cleaning venue	E	Y	M	<ul style="list-style-type: none"> • Venue 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 Staff	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. 	BBNZ Venue	Pre During
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> • Game balls to be provided by BBNZ • Teams 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 Host Officials	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 BBNZ know if any valuables found otherwise all items just get recorded & then eventually donated 	Host 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)
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 	BBNZ Host 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. 	BBNZ Officials	Pre During Post
Spectators	P	Y	M	<ul style="list-style-type: none"> • Spectators are allowed to enter the arena. • Signs advising spectators to stand clear of the playing court. • Spectators are clear of the playing area, each court clearly split into 2 courts and cordoned off. 	BBNZ Host 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"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	BBNZ Host Physios 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 	BBNZ Hosts Venue	During
Head injuries	P	Y	M	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	BBNZ Hosts Physios Venue	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	BBNZ Hosts Physios Venue	During
Dehydration	P	Y	E	<ul style="list-style-type: none"> • Water readily available to all players via fountains or taps. 	Hosts Venue	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> • Certified basic first aid personnel will provide help with injuries. • Once an injury assessment is completed it will be decided if further action is needed. • Injury forms filled out in the event of a reportable injury. 	BBNZ Hosts Physios 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 	BBNZ Hosts 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. 	BBNZ Hosts 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. 	BBNZ Hosts Venue	Pre During Post
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> Ensure the scoreboard is secured to the wall. Ensure back up clocks are available 	BBNZ Hosts 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. Spectators are clear of the playing area, each court clearly split into 2 courts and cordoned off. Signs advising spectators to stand clear of the playing court. Ensure the playing court lines are clearly marked. 	BBNZ 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. 	BBNZ Hosts 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. 	Hosts 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. 	Hosts BBNZ 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. 	Hosts BBNZ	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. 	Hosts BBNZ Venue	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 if required. 	BBNZ Hosts 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. • Advise the venue. 	BBNZ Hosts 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. • Advise the venue. 	BBNZ Hosts 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"> • Allocate area for spectators to view games if 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. 	BBNZ Hosts Venue 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 to remove if available and can be contacted through floor control. • Ring the police if necessary. • Incident report to be completed. 	BBNZ Hosts Venue 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. Page 8 Active Shooter. 	BBNZ Hosts 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. 	BBNZ Hosts Police Venue	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. ○ complete accident report forms as necessary 	BBNZ Hosts 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. 	Hosts	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. 	BBNZ Hosts Venue Police	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 • 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. 	BBNZ Hosts 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. 	BBNZ Hosts 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. 	BBNZ Hosts Venue	Pre During
Natural disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	BBNZ Hosts Venue	Pre During
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> • Follow Venue Evacuation procedures 	BBNZ Hosts 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. 	BBNZ Hosts Venue	Pre During Post
Signage: corflutes, 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 	BBNZ Hosts 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. 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. 	BBNZ Hosts 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 	BBNZ Hosts 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		
On court activations	P	Y	M	<ul style="list-style-type: none"> Explain the rules to the activations and that these 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. 	BBNZ Hosts Venue	Pre & During	
Outdoor activations	P	Y	M	<ul style="list-style-type: none"> All subcontractors running activations are briefed by the venue on H&S Make sure the space that is in use is free of any hazards. Activations must stay within their given space, free of moving vehicles and car parks 	BBNZ Hosts Venue	Pre & During	

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 	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 • Refer to livestream providers H&S documentation for additional protocols 	BBNZ Production company Venue	Pre During Post