

Event name	2024 U14 Northern Zone Tournament		
Event type	Tournament		
Event venue & address	Eventfinda Stadium, 17 Silverfield Lane , Glenfield 0627 Auckland	AUT Gym,AH Building , 90 Akoranga Drive, Northcote 0627, Auckland	
Event city	North Shore, Auckland	Total participants	TBC
Event start date	9/10/24	Event end date	12/10/24
Event start time	8am	Event end time	10pm
Pack-in date & time	8/10/22 7am	Pack-out date & time	12/10/22 10pm
BBNZ Event Organisers (person responsible)	Roles	Email & Phone	
Tori Williams	Your assigned BBNZ staff member will support the Host from Christchurch and is on call.	tori@nz.basketball 027 269 3339	
Host Event Organisers (person responsible)	Roles	Email & Phone	
Sue Woods	Harbour Basketball Association- TD	tournaments@harbour.basketball 021 511 305	
John Hunt	Harbour Basketball Association	ceo@harbour.basketball 021 890 169	
Venue (person responsible)	Roles	Email & Phone	
Stephanie Quach	Eventfinda Stadium Events Co-ordinator	Stephanie.Quach@eventfindastadium.co.nz	
Lavenia Lovodua	AUT Bookings Coordinator	stadium.bookings@aut.ac.nz	
Venue Controller	Roles	Email & Phone	
Tessa Bennett	Eventfinda Stadium Venue Controller	027 362 7558	
Jenny and Manu Fotu	AUT Gym Venue Controller	021 216 5565	

EVENT COMMUNICATIONS		
RT / Radio Allocation (person responsible)	Role, Location of RT / Radio	Notes
Pre-Event Information (person responsible)	Roles & Brief of Information	Notes
Pre-Event Briefing Tech Meeting (person responsible)	Roles & Brief of Information	Notes
Harbour Basketball Association	Technical meeting held via teams/zoom, hosted by the host association with BBNZ staff also tuning in for support.	Held over teams/zoom Monday 7 th October – 25 minutes approx
Event Days Information (person responsible)	Roles & Brief of Information	Notes
BBNZ	Sent out via email and bbnz socials	Host and other involved organisations to send out through their own channels.
Post Event Information (person responsible)	Roles & Brief of Information	Notes
BBNZ	Survey will be sent out to all teams following event	
Emergency Information (person responsible)	Roles & Brief of Information (evacuation, lost person, emergency services, notification to schools/parents/media etc)	Notes
BBNZ/ Host/ Venue	Follow venue emergency processes	See venue Health and Safety for evacuation guidelines
Medical / First Aid (person responsible)	Role, Location, Brief of Information (where, who etc)	Notes
Basic First Aid certified personnel onsite throughout event	All Venue Staff and Harbour Venue Controller Staff/Physio	

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. • 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 pre/during/post event of any updated information. 	BBNZ and Harbour Basketball	Days prior to event and rolling out during Event
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. • 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. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12
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. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12
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. 	Eventfinda Stadium	October 9 - October 12
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. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12
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. 	Harbour Basketball	October 9 - October 12
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. 	Harbour Basketball And Officials	October 9 - October 12

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. 	Harbour Basketball and Association Teams competing at Tournament	October 9 - October 12
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. 	Harbour Basketball and BBNZ Officials	October 9 - October 12
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. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12

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. 	Harbour Basketball VC Physio as secondary consultant	October 9 - October 12
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. 	Harbour Basketball & BBNZ Officials and Teams competing at Tournament	October 9 - October 12
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. 	Harbour Basketball VC Physio as secondary consultant	October 9 - October 12
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. 	Harbour Basketball VC Physio as secondary consultant	October 9 - October 12
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. 	Harbour Basketball Team Manager Eventfinda Stadium	October 9 - October 12

Health and Safety Event Plan

Mouth damage	P	Y	E	<ul style="list-style-type: none"> Mouth guards are compulsory for all players under 19. The no mouth guard no play policy is to be firmly enforced. 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. 	Harbour Basketball VC Physio as secondary consultant Referee	October 9 - October 12
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. 	Harbour Basketball and Evenfinda Stadium Staff	From now to October 12
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. 	Evenfinda Stadium and Harbour Basketball	From now to October 12
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. 	Eventfinda Stadium And Harbour Basketball	From now to October 12
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. 	Eventfinda Stadium and Harbour Basketball	From now to October 12
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 watch games from the stand's upstairs. Ensure the playing court lines are clearly marked. 	Eventfinda Stadium and Harbour Basketball	October 9- October 12
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. 	Harbour Basketball and Eventfinda Stadium	October 9- October 12
Walkways	E	N	M	<ul style="list-style-type: none"> Teams should avoid using defined walkways as warm up or cool down stretching areas. 	Harbour Basketball	October 9 - October 12

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. 	Eventfinda Stadium and Harbour Basketball	October 9 - October 12
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Game Officials	October 9 - October 12
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Harbour Basketball & Eventfinda Stadium Staff	October 9 - October 12
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. 	Eventfinda Stadium and Harbour Basketball	October 9 - October 12

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. 	Eventfinda Stadium and Harbour Basketball VC and Harbour Basketball	October 9 - October 12
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. 	Eventfinda Stadium and Harbour Basketball VC and Harbour Basketball	October 9 - October 12
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. 	Eventfinda Stadium and Harbour Basketball	October 9 - October 12

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 signage for all spectators to watch games from stands upstairs. • 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. 	Harbour Basketball And Eventfinda Stadium Staff	October 9 - October 12
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 is on site and can be contacted through floor control. • Ring the police if necessary. • Incident report to be completed. 	Harbour Basketball & Eventfinda Stadium Staff & Police	October 9 - October 12
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 health and safety plan. 	Harbour Basketball & Eventfinda Stadium Staff & Police	October 9 - October 12
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. 	Harbour Basketball & Eventfinda Stadium Staff & Police	October 9 - October 12
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 	Harbour Basketball & Eventfinda Stadium Staff & Police and Ambulance	October 9 - October 12

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. 	Harbour Basketball	October 9 - October 12
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. 	Harbour Basketball & Eventfinda Stadium Staff & Police	October 9 - October 12

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. 	Eventfinda Staff and Security & General Public	October 9 - October 12

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 venue's requirements. 	Harbour Basketball and Eventfinda Stadium Staff	October 9 - October 12
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. 	Harbour Basketball and BBNZ Staff	October 9 - October 12

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. 	Harbour Basketball & Eventfinda Stadium	October 9 - October 12
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. 	Eventfinda Stadium	October 9 - October 12
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. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12
Natural disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> • Follow venue evacuation procedures 	Harbour Basketball and Eventfinda Stadium	October 9 - October 12

STALL HOLDERS / 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. 	Eventfinda Stadium Staff	October 9 - October 12
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 	Harbour Basketball	October 9 - October 12

STALL HOLDERS / 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)
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 always watching. 	Harbour Basketball, Eventfinda Stadium Staff and SAS Staff	October 9 -October 12
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. 	Harbour Basketball and SAS Staff	October 9 - October 12
Outdoor activations	P	Y	M	<ul style="list-style-type: none"> All subcontractors running activations are briefed by the venue on health and safety. 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. 	Harbour Basketball and SAS Staff	October 9 - October 12

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. 	Harbour Basketball and Evenfinda Stadium Staff	October 9 - October 12