

<b>Event name</b>	Secondary School National Championships		
<b>Event type</b>	Basketball Sports Competition		
<b>Event venue &amp; address</b>	CET Arena (Fly Palmy Arena, Arena 3, Arena 4), 61 Pascal Street, Palmerston North		
<b>Event city</b>	Palmerston North	<b>Total participants</b>	850+
<b>Event start date</b>	30 <sup>th</sup> September 2024	<b>Event end date</b>	5 <sup>th</sup> October 2024
<b>Event start time</b>	0730	<b>Event end time</b>	2230
<b>Pack-in date &amp; time</b>	29 <sup>th</sup> September from 12:00pm	<b>Pack-out date &amp; time</b>	5 <sup>th</sup> September after 7:00pm
<b>BBNZ Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Kathrynn Jelas Jay Macdonald Tori Williams Alex Wright Sasha Nicholson	BBNZ Events Team	027 223 2223   kathrynn@nz.basketball	
<b>Host Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Tess Petley	Tournament Director	027 229 9622   competitionsandevents@manawatu.basketball	
<b>Venue (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Chresten Mabey	Arena Manager	021 517 885   chresten@venuespn.com	
<b>Volunteer Roles (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Tess Petley	Tournament Director	027 229 9622   competitionsandevents@manawatu.basketball	

EVENT COMMUNICATIONS		
RT / Radio Allocation (person responsible)	Role, Location of RT / Radio	Notes
Mike Ryan	Control Desk & BM Office	10 Radio's
Pre-Event Information (person responsible)	Roles & Brief of Information	Notes
Kathrynn Jelas		
Pre-Event Briefing Tech Meeting (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Mike Ryan, Kathrynn Jelas		
Event Days Information (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Kathrynn Jelas		
Post Event Information (person responsible)	Roles & Brief of Information	Notes
Tess Petley, Kathrynn Jelas		
Emergency Information (person responsible)	Roles & Brief of Information (evacuation, lost person, emergency services, notification to schools/parents/media etc)	Notes
Tess Petley, Kathrynn Jelas		
Medical / First Aid (person responsible)	Role, Location, Brief of Information (where, who etc)	Notes
Medic = TBC Physio = Shannon Spicer	TBC	

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)
Cleaning venue	E	Y	M	<ul style="list-style-type: none"> <li>• Venue to provide a professional cleaning company to clean/sanitise public areas &amp; toilets.</li> <li>• Venue staff to replace bathroom amenities &amp; wipe down vanities throughout the day.</li> <li>• Venue staff to clean regular touch points This includes doorknobs, rubbish bins, taps etc.</li> </ul>	CET Arena	Pre During Post
Sanitizer	P	Y	M	<ul style="list-style-type: none"> <li>• Sanitizer available for the duration of the event in forms of bottles on all Scorebenches &amp; Control Desk, Referees &amp; Volunteers Areas, free standing dispensers at all Entry Points.</li> </ul>	Basketball Manawātū	Pre During
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> <li>• Game balls to be provided.</li> <li>• Teams to use own training and warm up balls.</li> <li>• 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.</li> </ul>	BBNZ Teams Basketball Manawātū	Pre During Post
Lost property	P	Y	M	<ul style="list-style-type: none"> <li>• As per venue protocols – Drinks Bottles will be disposed of immediately, clothes will be held for two weeks and any valuables found otherwise all items just get recorded and then eventually donated to a charity after three months.</li> </ul>	CET Arena & Basketball Manawātū	Pre During Post
Mouthguards	E	Y	M	<ul style="list-style-type: none"> <li>• Discourage the removal of a mouthguard. If players remove mouthguards, all should be encouraged to washing or sanitising hands.</li> <li>• For non-contact period i.e. individual workouts, mouthguards are not mandatory.</li> <li>• 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.</li> </ul>	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"> <li>• All gear participants use will be their own, no swapping of towels, drink bottles and mouthguards etc.</li> <li>• No communal uniform swapping or hire available.</li> <li>• No using of other team's balls or warm up equipment.</li> <li>• Minimal gear to be brought in by teams, this speeds up time to clear out after the game.</li> </ul>	Teams	Pre During Post
Referees and Officials	P	Y	M	<ul style="list-style-type: none"> <li>• All gear officials use will be their own, no swapping of towels, drink bottles etc.</li> </ul>	Officials	Pre During Post
Spectators	P	Y	M	<ul style="list-style-type: none"> <li>• Spectators are allowed to enter the arena.</li> <li>• All spectators must view games from stands.</li> </ul>	Basketball Manawātū & CET Arena	Pre During Post

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"> <li>• Certified basic first aid personnel will provide help with injuries.</li> <li>• Once an injury assessment is completed it will be decided if further action is needed.</li> <li>• Injury forms filled out in the event of a reportable injury.</li> </ul>	Basketball Manawatū	Pre During Post
Blood	P	Y	M	<ul style="list-style-type: none"> <li>• Blood on uniforms – the item of clothing must be removed &amp; a clean item worn. Player will not be allowed back on court until clean item on.</li> <li>• Blood on skin - blood must be removed before the player can re-enter the game.</li> <li>• Blood kits available to clean surfaces/ball where blood is detected.</li> </ul>	Teams  Basketball Manawatū & CET Arena	During
Head injuries	P	Y	M	<ul style="list-style-type: none"> <li>• Certified basic first aid personnel will provide help with injuries.</li> <li>• Once an injury assessment is completed it will be decided if further action is needed.</li> <li>• Injury forms filled out in the event of a reportable injury.</li> </ul>	Basketball Manawatū	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> <li>• Certified basic first aid personnel will provide help with injuries.</li> <li>• Once an injury assessment is completed it will be decided if further action is needed.</li> <li>• Injury forms filled out in the event of a reportable injury.</li> </ul>	Basketball Manawatū	During
Dehydration	P	Y	E	<ul style="list-style-type: none"> <li>• Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.</li> </ul>	Basketball Manawatū & CET Arena	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> <li>• Mouth guards are compulsory for all players under 19. The “No mouth guard - No play” policy will be firmly enforced.</li> <li>• Certified basic first aid personnel will provide help with injuries.</li> <li>• Once an injury assessment is completed it will be decided if further action is needed.</li> <li>• Injury forms filled out in the event of a reportable injury.</li> </ul>	Officials  Basketball Manawatū	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"> <li>Pre-event check completed.</li> <li>Daily check completed.</li> <li>Check all playing surfaces are clean and clear of any damage.</li> <li>Courts cleaned daily, including hoops.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Hoop systems	P	N	M	<ul style="list-style-type: none"> <li>Ensure the hoop structure is secured to their fixture.</li> <li>For portable basketball systems, padding covers the main structure, backboard are secured to the wall or floor.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Replacing nets	P	N	M	<ul style="list-style-type: none"> <li>Check that the net is in good condition if any holes then consider swapping.</li> <li>Use a platform 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.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> <li>Scoreboards are all secured to the wall.</li> <li>Back up clocks are available.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Define playing space	E	N	M	<ul style="list-style-type: none"> <li>Core-flute signage placed around the courts to ensure spectators are clear of the playing area.</li> <li>Signs advising spectators to watch games from the stands.</li> <li>Playing court lines are clearly marked.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> <li>Use trollies to transport heavy equipment to the court.</li> <li>Tape down or place caballing under mats.</li> <li>Underfloor power sources are available &amp; will be used.</li> <li>Position gear in the correct area of the court.</li> <li>Position gear out of harm's way.</li> <li>Ensure areas are equipped for the correct number of personnel.</li> <li>When moving equipment, be aware of people around you.</li> </ul>	Basketball Manawatū & CET Arena	Pre During Post
Walkways	E	N	M	<ul style="list-style-type: none"> <li>Teams should avoid using defined walkways as warm up or cool down stretching areas.</li> </ul>	Teams & Basketball Manawatū	Pre During 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"> <li>• Court area: towels available on each court at the scorebench/or at each end of the court to dry surface immediately.</li> <li>• Notify venue staff of spills or spots that need attention.</li> <li>• Slippery surface signs displayed.</li> <li>• Access to cleaning cupboard to access gear if required.</li> <li>• If dampness is an issue, create a surface check throughout the day.</li> <li>• Clean courts at the end of each night if required.</li> <li>• Move the game to different court if required.</li> </ul>	Basketball Manawatū & CET Arena	During
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Game Officials	During
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> <li>• Players not to hang on hoops.</li> </ul>	Basketball Manawatū	During
Changing rooms / toilets	P	Y	E	<ul style="list-style-type: none"> <li>• Notify venue staff.</li> <li>• Slippery / wet surfaces to be cleaned.</li> <li>• Slippery surface signs displayed.</li> <li>• Cleaning checks will be carried out throughout the day.</li> </ul>	Basketball Manawatū & CET Arena	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"> <li>• Lights to be turned on during games.</li> <li>• If light fails, games could be suspended until appropriate lighting is back on.</li> <li>• Move the game to another court if possible.</li> <li>• Advise the venue to replace lights.</li> </ul>	Basketball Manawatū & CET Arena	Pre During
Leak: in game	P	Y	M	<ul style="list-style-type: none"> <li>• Leak to be assessed.</li> <li>• If possible, to control, game can continue.</li> <li>• If the leak becomes a hazard, game to be moved to different court.</li> <li>• Advise the venue.</li> </ul>	Basketball Manawatū & CET Arena Contact BBNZ	During
Leak: out of game	P	Y	M	<ul style="list-style-type: none"> <li>• Leak to be assessed.</li> <li>• If the leak becomes a hazard, use visible signage.</li> <li>• Advise the venue.</li> </ul>	Host & Venue Contact BBNZ	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"> <li>• Provide signage for all spectators to watch games from stands.</li> <li>• Move spectators from areas that may cause harm to themselves or participants.</li> <li>• Move spectators if blocking exits.</li> <li>• Use visible signage which will direct people to spectator areas.</li> <li>• Use visible signage to advise people no running or bouncing balls.</li> </ul>	Basketball Manawatū & CET Arena	During
Harassment	P	Y	E	<ul style="list-style-type: none"> <li>• Abusive people to be removed from the premises.</li> <li>• Zero Tolerance Sport Rage Policy will be strictly enforced.</li> <li>• Security is on site and can be contacted through floor control.</li> <li>• Ring the police if necessary.</li> <li>• Incident report to be completed.</li> </ul>	Basketball Manawatū & CET Arena Police Contact BBNZ	During
Active Shooter	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the instructions of the venue, event organiser, security or staff.</li> <li>• Guidelines of what to do in this situation can be found in the venue health and safety plan.</li> </ul>	CET Arena Police Contact BBNZ	During
Terror Threat	P	Y	I	<ul style="list-style-type: none"> <li>• 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 Basketball Manawatū &amp; CET Arena staff &amp; security.</li> </ul>	CET Arena Police Contact BBNZ	During
Death of a person	E	Y	M	<ul style="list-style-type: none"> <li>• Follow processes set out by the event organiser and/or venue etc.</li> <li>• Below is an example only:               <ul style="list-style-type: none"> <li>○ ensure your own safety</li> <li>○ follow first aid processes</li> <li>○ assume person is not deceased; give first aid</li> <li>○ call emergency services (111)</li> <li>○ make as much effort to isolate, cover and contain the area</li> <li>○ shut down areas around the scene</li> <li>○ notify the event organiser and the person in charge of health and safety</li> <li>○ advise staff accordingly</li> <li>○ complete accident report forms as necessary</li> </ul> </li> </ul>	Basketball Manawatū & CET Arena Police Contact BBNZ	During

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"> <li>• Ensure volunteers and staff takes sufficient breaks.</li> <li>• Food and drink is available for volunteers and staff, if needed.</li> <li>• Ensure rostering system is maintained and followed.</li> </ul>	Basketball Manawatū	Pre During Post
Alcohol, drug & smoke free event	P	Y	E	<ul style="list-style-type: none"> <li>• Events are alcohol, drug, and smoke free.</li> <li>• Use visible signage to advise.</li> <li>• Personnel not to consume onsite, if found will be asked to leave.</li> <li>• Intoxicated personnel; asked to leave or denied access to the venue.</li> <li>• Ring the police if necessary.</li> <li>• Security to remove if available.</li> <li>• Incident report to be completed.</li> </ul>	Basketball Manawatū & CET Arena Police Contact BBNZ	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"> <li>• Abiding by speed limit.</li> <li>• No loitering.</li> </ul>	CET Arena	Pre During Post

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"> <li>• All types of seating to be safe and signed off as per the CET Arena's requirements.</li> </ul>	CET Arena	Pre During Post
Signage: core flutes, banners, flags	P	Y	M	<ul style="list-style-type: none"> <li>• All signage will be clear to all public and will be placed in appropriate areas.</li> </ul>	Basketball Manawatū	Pre During



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"> <li>• Appropriate maintenance to be undertaken prior to the event.</li> <li>• If during the event, cordon off the area if necessary.</li> <li>• Maintenance personnel on call.</li> <li>• Replacement equipment on hand if available.</li> <li>• Move game to another court if possible.</li> </ul>	Basketball Manawatū & CET Arena	Pre During
Moving seating	P	Y	M	<ul style="list-style-type: none"> <li>• Cordon off area.</li> <li>• Remove spectators before moving seating.</li> <li>• Move seating at the end of the night when the floor is clear of people.</li> </ul>	Basketball Manawatū & CET Arena	Pre During
Power failure	P	Y	M	<ul style="list-style-type: none"> <li>• Appropriate maintenance to be undertaken prior to the event.</li> <li>• Maintenance personnel on call.</li> <li>• Move game to another court if possible.</li> <li>• Games will be suspended until power comes back on.</li> <li>• Games to be played at another venue.</li> </ul>	Basketball Manawatū & CET Arena Contact BBNZ	Pre During
Natural disaster	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the venue procedures.</li> <li>• Follow civil defence procedures.</li> </ul>	Basketball Manawatū & CET Arena Contact BBNZ	Pre During
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> <li>• Follow venue evacuation procedures</li> </ul>	CET Arena Contact BBNZ	During

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"> <li>Follow the venue's agreement regarding the use of the kitchen and cooking.</li> <li>Use trollies to transport heavy equipment.</li> <li>Tape down or place caballing under mats.</li> <li>Position gear in the correct area.</li> <li>Position gear out of harm's way.</li> <li>Ensure areas are equipped for the correct number of personnel accessing the area.</li> <li>When moving equipment be aware of people around you. Wash hands regularly.</li> <li>Keep benches clean and clear.</li> <li>Keep food refrigerated</li> </ul>	CET Arena	Pre During Post
Volunteer / Officials / Staff Food	P	Y	M	<ul style="list-style-type: none"> <li>Follow the venue's agreement regarding the use of the kitchen and cooking.</li> <li>Food provided by certified food personnel.</li> <li>Food is stored/cooled/heated properly and served in appropriate time</li> </ul>	Basketball Manawatū	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"> <li>Daily cleaning schedule.</li> <li>Notify the venue.</li> </ul>	CET Arena	Pre During Post

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"> <li>All gear must be stable and if possible, secured to platform.</li> <li>All loose items that could fall must be packed away.</li> <li>All cords must be covered with cable protectors or taped down securely so there are no trip hazards.</li> <li>Venue induction must be complete before company can be onsite.</li> <li>Refer to livestream providers H&amp;S documentation for additional protocols</li> </ul>	Production company & CET Arena	Pre During Post