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**2025 SENIOR 3X3 REGIONALS –  
ZONE 2  
Health and Safety Event Plan**

<b>Event name</b>	2025 Senior 3x3 Regionals – Zone 2		
<b>Event type</b>	Basketball Tournament		
<b>Event venue &amp; address</b>	Southern Trust Sportsdrome, Queens Drive, Rotorua 3010		
<b>Event city</b>	Rotorua	<b>Total participants</b>	TBC
<b>Event start date</b>	March 27 <sup>th</sup> 2025	<b>Event end date</b>	March 29 <sup>th</sup> 2025
<b>Event start time</b>	9:00am	<b>Event end time</b>	TBC
<b>Pack-in date &amp; time</b>	March 26 <sup>th</sup> 2025	<b>Pack-out date &amp; time</b>	Directly post event – March 29th
<b>BBNZ Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Tori Williams	BBNZ Events Lead	<a href="mailto:tori@nz.basketball">tori@nz.basketball</a>   027 269 3339	
<b>Host Event Organisers (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
Sue Pene	Rotorua Basketball – Tournament Director	<a href="mailto:rotoruabball@xtra.co.nz">rotoruabball@xtra.co.nz</a>   021 222 5515	
<b>Venue (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
<b>Subcontractors (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	
N/A			
<b>Volunteer Roles (person responsible)</b>	<b>Roles</b>	<b>Email &amp; Phone</b>	



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<b>EVENT COMMUNICATIONS</b>		
<b>RT / Radio Allocation (person responsible)</b>	<b>Role, Location of RT / Radio</b>	<b>Notes</b>
<b>Pre-Event Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
<b>Pre-Event Briefing Tech Meeting (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
Rotorua Basketball Staff, with assistance from BBNZ Staff	- Technical meeting to be held via teams meeting with team managers and coaches	- Held over zoom - Tuesday before the tournament - 30 minutes
<b>Event Days Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.
<b>Post Event Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b>	<b>Notes</b>
BBNZ	Survey will be sent out to all teams following event	
<b>Emergency Information (person responsible)</b>	<b>Roles &amp; Brief of Information</b> (evacuation, lost person, emergency services, notification to schools/parents/media etc)	<b>Notes</b>
BBNZ / HOST / VENUE	Following venue Emergency processes	See Venue Health and Safety for evacuation guidelines.
<b>Medical / First Aid (person responsible)</b>	<b>Role, Location, Brief of Information</b> (where, who etc)	<b>Notes</b>
Basic First Aid certified personnel onsite throughout event	All Venue Staff and Rotorua Basketball Venue Controller Staff	Basic First Aid certified personnel onsite throughout event



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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

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>	Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	March 27-29th	
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> <li>• Refer to the BBNZ blood kit and process.</li> </ul>	Rotorua Basketball & BBNZ Officials and Teams competing at Tournament	March 27-29th	
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>	Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	March 27-29th	
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>	Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	March 27-29th	
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>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th	
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 is to 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>	Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant	March 27-29th	



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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

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>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
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 and secured to the wall or floor.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
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 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>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> <li>Ensure the scoreboard is secured to the wall.</li> <li>Ensure back up clocks are available.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
Define playing space	E	N	M	<ul style="list-style-type: none"> <li>Corflute signage placed around the court to ensure spectators are clear of the playing area.</li> <li>Signs advising spectators to watch games from the stand's upstairs.</li> <li>Ensure the playing court lines are clearly marked.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> <li>Use trolleys to transport heavy equipment to the court.</li> <li>Tape down or place caballing under mats.</li> <li>Use underfloor power sources if available.</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>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th
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>	Participating Teams, Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th



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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

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>	Rotorua Basketball, BBNZ Events & Venues Rotorua Staff	March 27-29th
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> <li>Players not to hang on hoops.</li> </ul>	Game Officials And participating team managers Rotorua Basketball	March 27-29th
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> <li>Players not to hang on hoops.</li> </ul>	Rotorua Basketball	March 27-29th
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>If this is an issue, ask for a cleaning check throughout the day.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th

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>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
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>	Rotorua Basketball Events & Venues Rotorua Staff, Contact BBNZ	March 27-29th
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>	Rotorua Basketball Events & Venues Rotorua Staff, Contact BBNZ	March 27-29th



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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

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>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th
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>	Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	March 27-29th
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>	Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	March 27-29th
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. Follow the instructions of the venue, event organiser, security or staff.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	March 27-29th
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>	Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	March 27-29th



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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

GENERAL HAZARDS (eg. smoking, vaping, 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 applicable.</li> <li>• Ensure rostering system is maintained and followed.</li> </ul>	Rotorua Basketball	March 27-29th
Alcohol, drug, smoke & vape free event	P	Y	E	<ul style="list-style-type: none"> <li>• Events are alcohol, drug, smoke &amp; vape 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>	Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	March 27-29th

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>	Events & Venues Rotorua Staff	March 27-29th

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 venue's requirements.</li> </ul>	Events & Venues Rotorua Staff	March 27-29th
Signage: corflutes, 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>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th

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>	Rotorua Basketball Events & Venues Rotorua Staff	From now to March 27th
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>	Rotorua Basketball Events & Venues Rotorua Staff	March 27-29th
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>	Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ	March 27-29th
Natural disaster	P	Y	M	<ul style="list-style-type: none"> <li>• Follow the venue procedures.</li> <li>• Follow civil defence procedures.</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ	March 27-29th
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> <li>• Follow venue evacuation procedures</li> </ul>	Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ	March 27-29th

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>	Events & Venues Rotorua Staff	March 27-29th





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## 2025 SENIOR 3X3 REGIONALS – ZONE 2 Health and Safety Event Plan

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>	Rotorua Basketball	March 27-29th
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### 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"> <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>Stall not in way of fire exits or thoroughfares.</li> <li>Person always watching.</li> </ul>	Rotorua Basketball & Merchandise contractor	March 27-29th
On court activations	P	Y	M	<ul style="list-style-type: none"> <li>Explain the rules to the activations and that these are clearly communicated.</li> <li>Make sure the space that is in use is free of any hazards.</li> <li>Any items thrown into crowd are soft and will not cause any injury.</li> </ul>	Rotorua Basketball	March 27-29th
Outdoor activations	P	Y	M	<ul style="list-style-type: none"> <li>All subcontractors running activations are briefed by the venue on health and safety.</li> <li>Make sure the space that is in use is free of any hazards.</li> <li>Activations must stay within their given space, free of moving vehicles and car parks.</li> </ul>	Rotorua Basketball	March 27-29th

### 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>	Events & Venues Rotorua Staff	March 27-29th