

Event name	2025 Tertiary 3x3 National Championship Tournament		
Event type	Tertiary National 3x3 Championship Tournament		
Event venue & address	Edgar Centre, 116 Portsmouth Drive, Andersons Bay, Dunedin 9012		
Event city	Dunedin	Total participants	Approx. 64
Event start date	17/05/2025	Event end date	18/05/2025
Event start time	9:00am	Event end time	5:00pm
Pack-in date & time	11/05/2025 approx. 7:30pm	Pack-out date & time	12/05/2024 approx. 5pm
EVENT PERSONNEL			
EVENT ORGANISERS (person responsible)	ASSOCIATION / EVENT ORGANISER TEAM ROLES	MOBILE & EMAIL	
David Huxford	General Manager Events	<a href="mailto:david@nz.basketball">david@nz.basketball</a>   021 913 550	
Tiwai Wilson	UTSNZ Event Manager	<a href="mailto:tiwai.wilson@utsnz.co.nz">tiwai.wilson@utsnz.co.nz</a>   027 623 0824	
Sarah Anderson	Executive Director	<a href="mailto:sarah.anderson@utsnz.co.nz">sarah.anderson@utsnz.co.nz</a>	
VENUE (person responsible)	VENUE TEAM ROLES	MOBILE & EMAIL	
Iain Johnstone	Operations Manager	<a href="mailto:iain@edgarcentre.co.nz">iain@edgarcentre.co.nz</a>   03 456 1211	
VOLUNTEER ROLES (person responsible)	VOLUNTEER ROLES	MOBILE & EMAIL	
Tiwai Wilson	Court controllers, score bench officials	<a href="mailto:tiwai.wilson@utsnz.co.nz">tiwai.wilson@utsnz.co.nz</a>   027 623 0824	
SUBCONTRACTORS (person responsible)	SUBCONTRACTOR ROLES	MOBILE & EMAIL	
MEDICAL	MEDICAL ROLES	MOBILE & EMAIL	
Tbc	Tbc	tbc	
David Huxford	First Aid Responder	<a href="mailto:david@nz.basketball">david@nz.basketball</a>   021 913 550	
EMERGENCY	EMERGENCY ROLES	MOBILE AND EMAIL	
Venue – Iain Johnstone	Venue related emergencies	<a href="mailto:iain@edgarcentre.co.nz">iain@edgarcentre.co.nz</a>   03 456 1211	
Event – David Huxford	Tournament related/player emergencies	<a href="mailto:david@nz.basketball">david@nz.basketball</a>   021 913 550	

EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to team managers)	NOTES
Tiwai Wilson – UTSNZ Events Manager	<ul style="list-style-type: none"> <li>• Draw</li> <li>• Health and Safety Plan, Venue information</li> </ul>	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
David Huxford – BBNZ Tournament Lead Regan Ashley – Referee Trainer Marchy Pang – Referee Trainer & Referee	<ul style="list-style-type: none"> <li>• All staff and volunteers to be briefed on the morning of day 1. To be informed of relevant H&amp;S and evacuation procedures</li> <li>• Referee induction held on court Saturday morning before games tip off.</li> </ul>	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (team managers)	NOTES
David Huxford – BBNZ Tournament Lead Tiwai Wilson – UTSNZ Events Manager	<ul style="list-style-type: none"> <li>• Technical meeting to be held via zoom meeting with at least one representative from each team.</li> <li>• Key areas covered include Draw Letter, H&amp;S plan, venue layout.</li> </ul>	Held online on Thursday 15th May @ 7pm
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
David Huxford – BBNZ Tournament Lead Tiwai Wilson – UTSNZ Events Manager	<ul style="list-style-type: none"> <li>• Send out via all BBNZ Social media channels</li> <li>• Key communication items sent to all Team Managers via email and/or text message.</li> </ul>	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

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"> <li>Anyone who is unwell is to stay home.</li> <li>Teams and officials to be aware of their participants medical history.</li> </ul>	Event Organisers	Pre
Cleaning Venue	E	Y	M	<ul style="list-style-type: none"> <li>Venue staff to clean changing rooms and toilets throughout the day.</li> </ul>	Venue Staff	Pre During Post
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> <li>Game balls to be provided by BBNZ</li> <li>Teams to use own training and warm up balls.</li> </ul>	Event Organisers Officials	Pre During Post
Lost Property	P	Y	M	<ul style="list-style-type: none"> <li>All lost property will be handed into the venue reception for collection</li> </ul>	Event Organisers Venue Staff	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>First Aid Responder to provide initial assistance with injuries.</li> <li>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.</li> <li>Ice is available at the court 1 score bench and a first aid kit at reception.</li> <li>Injury form to be filled out by the First Aid Responder in the event of a reportable injury.</li> <li>For serious injuries, contact emergency services immediately on 111.</li> </ul>	Identified First Aid Responder Event Organisers Venue	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> <li>Refer to the BBNZ blood kit and process (see attached)</li> </ul>	Event Organisers Venue	During

Head injuries	P	Y	M	<ul style="list-style-type: none"> <li>First Aid Responder will provide help with injuries.</li> <li>Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed.</li> <li>Injury form to be filled out by the First Aid Responder in the event of a reportable injury.</li> <li>Follow ACC Sportsmart Concussion Guidelines</li> </ul>	Event Organiser Medical Staff Venue	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> <li>First Aid Responder will provide help with injuries.</li> <li>Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed.</li> <li>Injury form to be filled out by the First Aid Responder in the event of a reportable injury.</li> <li>Ice is available at the court 1 score bench and a first aid kit at reception.</li> <li>For serious injuries, contact emergency services immediately on 111.</li> </ul>	Event Organiser Medical Staff Venue	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>	Event Organisers Venue	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> <li>First Aid Responder to provide initial assistance with injuries.</li> <li>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.</li> <li>Ice is available at the court 1 score bench and a first aid kit at reception.</li> <li>Injury form to be filled out by the First Aid Responder in the event of a reportable injury.</li> <li>For serious injuries, contact emergency services immediately on 111.</li> </ul>	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"> <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>	Event Organisers Venue	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 and secured to the wall or floor.</li> </ul>	Event Organisers Venue	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 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>	Event Organisers Venue	Pre During Post
Clocks: basket ball (scoreboard, 24 second clocks)	P	N	M	<ul style="list-style-type: none"> <li>Ensure the scoreboard and 24 second clock is secured to the wall.</li> <li>If the 24 second clock sits on the backboard ensure the clocks are secured.</li> </ul>	Event Organisers Venue	Pre During Post
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 stand clear of the playing court.</li> <li>Ensure the playing court lines are clearly marked.</li> </ul>	Event Organisers Venue	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>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>	Event Organisers Venue	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>	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"> <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> </ul>	Event Organisers Venue	During

				<ul style="list-style-type: none"> <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>		
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>	Event Organiser	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>If this is an issue, ask for a cleaning check throughout the day.</li> </ul>	Event Organisers Venue	During
Event Activation	P	Y	M	<ul style="list-style-type: none"> <li>Explain the rules to the activations 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>	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"> <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>	Event Organisers Venue	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 or venue.</li> <li>Host and or BBNZ to use leak checklist to help assess situation and potential outcome.</li> <li>Teams will be advised once plan is in place</li> </ul>	Event Organisers Venue	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 and the leak checklist to determine whether or not to move upcoming games to different courts or venues.</li> <li>Host and or BBNZ to use Leak checklist to help assess situation and potential outcome.</li> <li>Teams will be advised once plan is in place</li> </ul>	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"> <li>Provide seating for spectators and teams to watch on all courts.</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>	Event Organisers Venue Security Police	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 are 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>	Event Organisers Venue Security Police	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 H &amp; S plan.</li> </ul>	Event Organisers Security Police Venue	In the Event
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 venue, event organiser, security or staff.</li> </ul>	Event Organisers Security Police Venue	In the Event
Serious Injury/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:</li> <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>	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"> <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>	Event Organisers Security Police	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>	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"> <li>Abiding by speed limit</li> <li>No loitering</li> </ul>	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"> <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>	Event Organisers Venue	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>	Event Organisers Venue	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>	Event Organisers Venue	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>	Event Organisers Venue	Pre During
Fire Evac	P	Y	M	<ul style="list-style-type: none"> <li>Follow Venue Evacuation procedures</li> </ul>	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"> <li>All types of seating to be safe and signed off as per the venues requirements.</li> </ul>	Event Organisers Venue	Pre During Post
Signage: corflute, 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>	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"> <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>Use power sources that are available.</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>	Event Organisers Venue	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>	Event Organisers Venue	During
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 watching at all times.</li> </ul>	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"> <li>Daily cleaning schedule.</li> <li>Notify the venue.</li> </ul>	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"> <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> </ul>	Event Organisers Production company Venue	Pre During Post

### Important items to note:

- 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.