

Event name	2025 Tertiary National Championship Tournament		
Event type	Tertiary National Championship Tournament		
Event venue & address	Hiwa Recreation Centre, 17 Symonds, Auckland Central		
Event city	Auckland	Total participants	Approx. 200
Event start date	12/09/2025	Event end date	14/09/2025
Event start time	8:00am	Event end time	10:00pm
Pack-in date & time	11/09/2025 approx. 5pm	Pack-out date & time	14/09/2025 approx. 5pm
EVENT PERSONNEL			
EVENT ORGANISERS (person responsible)	ASSOCIATION / EVENT ORGANISER TEAM ROLES		CONTACT
Tori Williams	BBNZ Tournament Lead		tori@nz.basketball 027 269 3339
Tiwai Wilson	UTSNZ Event Manager		tiwai.wilson@utsnz.co.nz 027 623 0824
VENUE (person responsible)	VENUE TEAM ROLES		CONTACT
Georgia Gregory	Operations Team Leader		georgia.gregory@auckland.ac.nz
VOLUNTEER ROLES (person responsible)	VOLUNTEER ROLES		CONTACT
Cohen Radich	Scorebench Volunteer Manager		027 413 9873
SUBCONTRACTORS (person responsible)	SUBCONTRACTOR ROLES		CONTACT
Martin Allen (Shuriken)	Livestreaming		martin@highshots.co.nz 027 558 9890
MEDICAL	MEDICAL ROLES		CONTACT
Peter (Baseline Physiotherapy)	First Aid Responder		021 866 867
Charlotte (Baseline Physiotherapy)	First Aid Responder		021 0830 2957
CJ (Baseline Physiotherapy)	First Aid Responder		027 521 3854
Tori Williams	First Aid Support		tori@nz.basketball 027 269 3339
Tiwai Wilson	First Aid Support		tiwai.wilson@utsnz.co.nz 027 623 0824

EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to team managers)	NOTES
Tori Williams (BBNZ) & Tiwai Wilson (UTSNZ)	<ul style="list-style-type: none"> Team registration information Player registration information Draw and Draw Letter Health and Safety Plan, Venue information including Evacuation Plan 	Sent Friday 1 August Sent Wednesday 13 August Sent Thursday 4 September Sent Friday 5 September
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
Tori Williams (BBNZ)	<ul style="list-style-type: none"> All staff and volunteers to be briefed on the morning of day 1. To be informed of relevant H&S and evacuation procedures 	
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
Tori Williams (BBNZ) & Tiwai Wilson (UTSNZ)	<ul style="list-style-type: none"> Send out via all BBNZ and UTSNZ Social media channels Key communication items sent to all Team Managers via email and/or Whatsapp manager's group. 	Host to also share through own social media channels.
POST EVENT REPORTING (person responsible)	POST EVENT REPORTING (how to receive feedback, survey etc)	NOTES
Tori Williams (BBNZ) & Tiwai Wilson (UTSNZ)	<ul style="list-style-type: none"> Post event survey to be conducted with team managers and players by UTSNZ. De-brief meeting to be conducted between BBNZ and UTSNZ. Event Report to be completed by BBNZ/UTSNZ – template supplied. 	Tiwai to send by Wednesday 17 September Meeting date TBC Event Report to be completed by end of October

FIRST AID RESPONDER ROSTER		
FRIDAY 12 SEPTEMBER	SATURDAY 13 SEPTEMBER	SUNDAY 14 SEPTEMBER
7:30am – 9:00am: Peter 9:00am – 4:00pm: Charlotte 4:00pm – 10:00pm: CJ	7:30am – 3:00pm: Charlotte 3:00pm – 10:00pm: CJ	7:30am – 4:30pm: CJ

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"> Anyone who is unwell is to stay home. Teams and officials to be aware of their participants medical history. 	Event Organisers	Pre
Cleaning Venue	E	Y	M	<ul style="list-style-type: none"> Venue staff to clean changing rooms and toilets throughout the day. 	Venue Staff	Pre During Post
Training balls and game balls	E	Y	I	<ul style="list-style-type: none"> Game balls to be provided by BBNZ Teams to use own training and warm up balls. 	Event Organisers Officials	Pre During Post
Lost Property	P	Y	M	<ul style="list-style-type: none"> All lost property will be handed into the venue reception for collection 	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"> First Aid Responder to provide initial assistance with injuries. 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 11. Ice and a first aid kit are available at the tournament control desk. Injury form to be filled out by the First Aid Responder in the event of a reportable injury. For serious injuries, contact emergency services immediately on 111. 	First Aid Responder Event Organisers 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. 	Event Organisers Venue	During

				<ul style="list-style-type: none"> Blood kits available at the tournament control desk, to clean surfaces/ball where blood is detected. Refer to the BBNZ blood kit and process (see Appendix 1 on page 12) 		
Head injuries	P	Y	M	<ul style="list-style-type: none"> First Aid Responder will provide help with injuries. Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed. Injury form to be filled out by the First Aid Responder in the event of a reportable injury. Follow ACC Sportsmart Concussion Guidelines. 	Event Organisers Medical Staff Venue	During
Sprain/ broken bone/ awkward landings	P	Y	M	<ul style="list-style-type: none"> First Aid Responder will provide initial help with injuries. Once an injury assessment is completed by the First Aid Responder, they will determine if further action is needed. Injury form to be filled out by the First Aid Responder in the event of a reportable injury. Ice and a first aid kit are available at the tournament control desk. For serious injuries, contact emergency services immediately on 111. 	Event Organisers Medical Staff Venue	During
Dehydration	P	Y	E	<ul style="list-style-type: none"> Water readily available to all players via fountains and taps inside the venue. 	Event Organisers Venue	During
Mouth damage	P	Y	E	<ul style="list-style-type: none"> First Aid Responder to provide initial assistance with injuries. 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 11. Ice and a first aid kit are available at the tournament control desk. Injury form to be filled out by the First Aid Responder in the event of a reportable injury. For serious injuries, contact emergency services immediately on 111. 	Event Organisers 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"> Pre-event check completed Daily check completed Check all playing surfaces are clean and clear of any damage. Courts cleaned daily, including hoops 	Event Organisers 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. 	Event Organisers 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. 	Event Organisers Venue	Pre During Post
Clocks: basketball (scoreboard, 24 second clocks)	P	N	M	<ul style="list-style-type: none"> Ensure the scoreboard and 24 second clock is secured to the wall. If the 24 second clock sits on the backboard ensure the clocks are secured. 	Event Organisers 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. Signs advising spectators to stand clear of the playing court. Ensure the playing court lines are clearly marked. 	Event Organisers Venue	Pre During Post
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> Use trolleys 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. 	Event Organisers 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. Specified warm up space on level 3 available to teams. 	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"> 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 where required. 	Event Organisers Venue	During

				<ul style="list-style-type: none"> 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. 		
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. 	Event Organisers	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. 	Event Organisers Venue	During
Event Activation	P	Y	M	<ul style="list-style-type: none"> Explain the rules to the activations 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. 	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"> 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 – court on level 3 available as contingency plan. Advise the venue to replace lights. 	Event Organisers 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 or venue. Court on level 3 available as contingency plan. Host and/or BBNZ to use leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Event Organisers 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 and the leak checklist to determine whether or not to move upcoming games to different courts or venues. 	Event Organisers Venue	During

				<ul style="list-style-type: none"> Court on level 3 available as contingency plan. Host and or BBNZ to use Leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 		
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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"> Seating for spectators and teams to watch is available on the level 3 running track. 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 on level 3. Use visible signage to advise people no running or bouncing balls. 	Event Organisers Venue Security 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 are on site and can be contacted through floor control. Ring the police if necessary. Incident report to be completed. 	Event Organisers Venue Security Police	During
Active Shooter	P	Y	M	<ul style="list-style-type: none"> Follow the instructions of the venue, event organiser, security or staff. 	Event Organisers Venue Security Police	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. 	Event Organisers Venue Security Police	In the Event
Serious Injury/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 notify the event organisers, First Aid Responder and venue staff follow first aid processes 	Event Organisers Medical Staff Venue Security	In the Event

				<ul style="list-style-type: none"> ○ call emergency services (111) ○ make as much effort to isolate, cover and contain the area ○ shut down areas around the scene ○ advise staff accordingly ○ complete incident report forms as necessary 		
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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. 	Event Organisers Security Police	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. 	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"> • 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)
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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. 	Event Organisers 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. 	Event Organisers 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. 	Event Organisers Venue	Pre During
Natural Disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Event Organisers Venue	Pre During
Fire Evac	P	Y	M	<ul style="list-style-type: none"> • Follow Venue Evacuation procedures 	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"> • All types of seating to be safe and signed off as per the venues requirements. 	Event Organisers Venue	Pre During Post
Signage: corflute, 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 	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"> 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. Use power sources that are available. 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. 	Event Organisers 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 	Event Organisers 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	

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. 	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"> 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 	Event Organisers Production company Venue	Pre During Post

NEAREST MEDICAL FACILITIES		
FACILITY	SERVICE	CONTACT DETAILS
Auckland City Hospital	Nearest Emergency Department	2 Park Rd, Grafton
Prana Physiotherapy	Weekend Physio Services	0800 477 262 8 Nugent Street, Grafton
Smile Dental – Queen Street	Weekend Dental Services	0800 476 453 2/246 Queen Street, Auckland Central

APPENDIX 1: BBNZ Blood Kit and Process

A 'Blood Kit' should be situated at the score bench during competition games. The kit should be used only for the purpose of dealing with spilled blood on the floor or benches.

Required contents of blood kit:

- a) 1 × packet of paper hand towels.
- b) 1 × packet of disposable latex surgical gloves.
- c) 1 × packet of medium size re-sealable plastic bags.
- d) 1 × 1500ml spray bottle containing 0.5% bleach and 2% detergent mixed with water (the solution); bleach is the key ingredient. Standard household bleach is acceptable, but it must not be used past its use-by date. Solutions should be used only if they have been mixed (prepared) that day.

Play will not be re-commenced until all blood that has spilled has been removed.

The following actions will to be taken to ensure the safety of all of all personnel associated with the game where bleeding occurs:

- a) If there is blood on the uniform the player should change the uniform immediately (teams need to carry a spare numbered uniform for this purpose). A player with wet or dry blood stains on his uniform will not be allowed on the court under any circumstances.
- b) A player is prohibited from returning to the court with a blood-stained uniform, unless the uniform has been soaked in the recommended solution for at least five minutes and thoroughly rinsed off with water.
- c) Destroy any possible HIV with a solution of 0.5% bleach and 2% detergent mixed with water and applied for five minutes. (Normal machine washing would kill the virus on pieces of clothing).
- d) If there is any blood on the ball, the ball is to be replaced.
- e) Blood spilt on the floor or benches should be wiped thoroughly with the bleach and detergent solution.

Note 1 – Local associations are encouraged to adopt similar rules for their own competitions.

Note 2 - Information on the Prevention of AIDS provided by the FIBA Medical Commission:

- a) Some sports carry a greater risk of contamination than others in so far as there is a greater possibility of blood contact.
- b) Contact can occur through open and bleeding wounds as well as through abrasive or inflammatory injuries to the skin.
- c) Basketball is classified in the medium risk category.
- d) In the field of sports, one should know that the AIDS virus cannot be transmitted by saliva, sweat, urine, skin contact, handshakes, bath water, swimming pools, showers or toilets.
- e) Light washing with detergent or water does not necessarily kill the HIV.
- f) HIV can survive in dried blood for up to seven days.