

Event name	BBNZ U14 Northern Regionals	Event type	Representative Tournament
City	Napier	Venue	Pettigrew Green Arena
Start date	1 October, 2025	End date	4 October, 2025
Event start time	8:00am	Event end time	9:00pm
Pack-in date & time	30 September, 2025	Pack-out date & time	4 October, 2025
Total participants	350-450		
BBNZ personnel and roles (Offsite)			
tournaments@nz.basketball – BBNZ Event Lead (Offsite)			
Host Association personnel and roles			
Tim Baker – General Manager (Basketball Hawkes Bay)			
Subcontractor(s) and roles (if applicable)			
N/A			
Volunteers and roles			
Scorebench personnel Stadium Staff – general stadium care and cleanliness			
Medical team and first aid procedure			
Physio - N/A			
Pre event communication procedure			
BBNZ communicates all event details, changes and answers queries from schools/teams and the host association. Event information is sent via email and accessible on the BBNZ website www.nz.basketball .			
During event communication procedure			
The host association communicates with teams during the event. A technical meeting is held two nights prior to the event to outline competition details, rules and regulations and answer any queries. BBNZ staff is not present at the event. However, are available via email and phone for the duration of the event. BBNZ will maintain communication with the host association during the event.			
Post event communication procedure			
BBNZ communicates post event information to schools/teams and the host association. BBNZ will maintain communication with the host association until the host obligations has been completed.			

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
Basketball Hawkes' Bay Staff, with assistance from BBNZ Staff	- Technical meeting to be held via teams meeting with team managers and coaches	- Held over Microsoft Teams - Two days before the tournament - 30 minutes
Event Days Information (person responsible)	Roles & Brief of Information	Notes
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media 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	Following 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 Basketball Hawkes' Bay Staff	Basic First Aid certified personnel onsite throughout event

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. 	Basketball Hawkes Bay	October 1 - 4
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. 	Basketball Hawkes Bay	October 1 - 4
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. 	Basketball Hawkes Bay	October 1 - 4
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. 	Basketball Hawkes Bay	October 1 - 4
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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
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 will 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. 	Officials Southland Basketball	October 1 - 4

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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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	From now to October 1st
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 are secured to the wall or floor. 	Basketball Hawkes Bay & Rodney Green Arena Staff	From now to October 1st
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 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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	From now to October 1st
Clocks: basketball (scoreboard & second clocks)	P	N	M	<ul style="list-style-type: none"> Ensure the scoreboards are all secured to the wall. Ensure back up clocks are available. 	Basketball Hawkes Bay & Rodney Green Arena Staff	From now to October 1st
Define playing space	E	N	M	<ul style="list-style-type: none"> Core-flute signage placed around the courts to ensure spectators are clear of the playing area. Signs advising spectators to watch games from the stands. Playing court lines are clearly marked. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
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. Underfloor power sources are available & will be used. 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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
Walkways	E	N	M	<ul style="list-style-type: none"> Teams should avoid using defined walkways as warm up or cool down stretching areas. 	Participating Teams, Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4

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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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> Players not to hang on hoops. 	Game Officials & Participating team managers Basketball Hawkes Bay	October 1 - 4
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> Players not to hang on hoops. 	Basketball Hawkes Bay	October 1 - 4
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. Cleaning checks will be carried out throughout the day. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4

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. 	Southland Basketball & ILT Stadium Southland Staff	From now to October 1st
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. 	Southland Basketball & ILT Stadium Southland Staff Contact BBNZ	October 1 - 4
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. 	Southland Basketball & ILT Stadium Southland Staff Contact BBNZ	October 1 - 4

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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"> • Provide signage for all spectators to watch games from stands. • 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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
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. 	Basketball Hawkes Bay & Rodney Green Arena Staff Police Contact BBNZ	October 1 - 4
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. 	Basketball Hawkes Bay & Rodney Green Arena Staff Police Contact BBNZ	October 1 - 4
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. <p>Follow the instructions of the venue, event organiser, security or staff.</p>	Basketball Hawkes Bay & Rodney Green Arena Staff Police Contact BBNZ	October 1 - 4
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 	Basketball Hawkes Bay & Rodney Green Arena Staff Police Contact BBNZ	October 1 - 4

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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 needed. • Ensure rostering system is maintained and followed. 	Basketball Hawkes Bay	October 1 - 4
Alcohol, drug & smoke free event	P	Y	E	<ul style="list-style-type: none"> • Events are alcohol, drug, smoke & vape 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. 	Southland Basketball & ILT Stadium Southland Staff Police Contact BBNZ	October 1 - 4

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. 	ILT Stadium Southland Staff	October 1 - 4

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 Arena's requirements. 	ILT Stadium Southland Staff	October 1 - 4
Signage: core flutes, 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. 	Basketball Hawkes Bay	October 1 - 4

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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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	From now to October 1st
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. 	Basketball Hawkes Bay & Rodney Green Arena Staff	October 1 - 4
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. 	Basketball Hawkes Bay & Rodney Green Arena Staff Contact BBNZ	October 1 - 4
Natural disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Basketball Hawkes Bay & Rodney Green Arena Staff Contact BBNZ	October 1 - 4
Fire evacuation	P	Y	M	<ul style="list-style-type: none"> • Follow venue evacuation procedures 	Basketball Hawkes Bay & Rodney Green Arena Staff Contact BBNZ	October 1 - 4
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 trolleys 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 	Rodney Green Arena Staff	October 1 - 4
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 	Basketball Hawkes Bay	October 1 - 4

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. 	Basketball Hawkes Bay & Merchandise contractor	October 1 - 4
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. 	Basketball Hawkes Bay	October 1 - 4
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. 	Basketball Hawkes Bay	October 1 - 4

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. 	Rodney Green Arena Staff	October 1 - 4