



2026 FOOT LOCKER U20 NATIONALS Health and Safety Event Plan

Event name	2026 Foot Locker U20 Nationals		
Event type	Basketball Tournament		
Event venue & address	Te Rauparaha Arena, 171 Parumoana Street, Porirua City Centre, Porirua 5022		
Event city	Porirua	Total participants	TBC
Event start date	29 May 2026	Event end date	1 June 2026
Event start time	TBC	Event end time	TBC
Pack-in date & time	28 May 2026	Pack-out date & time	Directly post event – 1 June 2026
EVENT PERSONNEL			
EVENT ORGANISERS (person responsible)		ASSOCIATION / EVENT ORGANISER TEAM ROLES	EMAIL
Jay Macdonald		BBNZ – Tournament Lead	jay@nz.basketball 027 279 8804
Alex Wright		BBNZ – Event Coordinator	alex@nz.basketball 027 687 5379
Deslea Wrathall		Porirua Basketball Association – Game Development / Operations Manager	deslea@outlook.co.nz
VENUE (person responsible)		VENUE TEAM ROLES	MOBILE & EMAIL
Te Rauparaha Arena		TBC	TBC
VOLUNTEER ROLES (person responsible)		VOLUNTEER ROLES	MOBILE & EMAIL
TBC		TBC	TBC
SUBCONTRACTORS (person responsible)		SUBCONTRACTOR ROLES	MOBILE & EMAIL
N-Tech (Contact TBC)		Livestreaming Contractors	TBC
iAthletic (Contact TBC)		Merchandise Vendors	TBC
Physio (Contact TBC)		Physio Contractors	TBC



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EVENT COMMUNICATIONS		
PRE-EVENT INFO (person responsible)	PRE-EVENT INFORMATION (sent to participants)	NOTES
BBNZ staff & Host Association	- Planning with LOC underway	- Held over zoom
EVENT BRIEFING (person responsible)	EVENT BRIEFING (staff/volunteers)	NOTES
BBNZ staff	- More specific event information will be sent when confirmed	
EVENT BRIEFING (person responsible)	EVENT BRIEFING (participants)	NOTES
BBNZ staff	- Technical meeting to be held via zoom meeting with team managers and coaches	<ul style="list-style-type: none"> - Held over zoom - Wednesday before the tournament - 25 minutes
EVENT DAY(S) (person responsible)	EVENT DAY(S) COMMUNICATION (cancellations, changes etc)	NOTES
BBNZ	Send out via all BBNZ Social media channels	Host and other involved organisations to share through own social media channels.
POST EVENT REPORTING (person responsible)	POST EVENT REPORTING (how to receive feedback, survey etc)	NOTES
BBNZ	Survey will be sent out to all teams following event	
EMERGENCY (person responsible)	EMERGENCY COMMUNICATIONS (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)	MEDICAL/FIRST AID COMMUNICATION (where, who etc)	NOTES
Basic First Aid certified personnel onsite throughout event	All BBNZ staff Physio Staff All Venue Staff	Basic First Aid certified personnel onsite throughout event



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HAZARD IDENTIFICATION AND PLAN OF CONTROL

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. 	Porirua Basketball Association Floor Controllers First Point of Contact & Physio as secondary consultant	May 29 th – June 1 st
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. • Refer to the BBNZ blood kit and process 	Porirua Basketball Association & BBNZ Officials and Teams competing at Tournament	May 29 th – June 1 st
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. 	Porirua Basketball Association Floor Controllers First Point of Contact & Physio as secondary consultant	May 29 th – June 1 st
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. 	Porirua Basketball Association Floor Controllers First Point of Contact & Physio as secondary consultant	May 29 th – June 1 st
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. 	Porirua Basketball Association Staff & Te Rauparaha Arena Staff	May 29 th – June 1 st
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 is to 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. 	Porirua Basketball Association Floor Controllers First Point of Contact & Physio as secondary consultant	May 29 th – June 1 st



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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 	Porirua Basketball Association & Te Rauparaha Arena Staff	From now to May 29th
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	From now to May 29th
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	From now to May 29th
Clocks: basket ball (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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	From now to May 29th
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29 th – June 1 st
Setup: team benches / scorebench, offices, seating, signage	P	N	M	<ul style="list-style-type: none"> Use trollies 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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29 th – June 1 st
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, Porirua Basketball Association & Te Rauparaha Arena Staff	May 29 th – June 1 st



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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. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29 th – June 1 st
Hoops: in game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Game Officials	May 29 th – June 1 st
Hoops: out of game	P	Y	M	<ul style="list-style-type: none"> • Players not to hang on hoops. 	Porirua Basketball Association & BBNZ	May 29 th – June 1 st
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29 th – June 1 st
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. 	BBNZ & Te Rauparaha Arena Staff	From now to May 29 th



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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. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	From now to May 29th
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. Host and or BBNZ to use leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st
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. Host and or BBNZ to use Leak checklist to help assess situation and potential outcome. Teams will be advised once plan is in place 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st



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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 seating for spectators and teams to watch on all courts. • 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. 	Porirua Basketball Association & Te Rauparaha Arena Staff BBNZ	May 29th - June 1st
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff BBNZ Police	May 29th - June 1st
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 H & S plan. 	Te Rauparaha Arena Staff Security Police	May 29th - June 1st
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. 	Te Rauparaha Arena Staff Police	May 29th - June 1st
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 	Porirua Basketball Association & Te Rauparaha Arena Staff BBNZ Police	May 29th - June 1st



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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. 	Porirua Basketball Association	May 29th - June 1st
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. 	Porirua Basketball Association & Te Rauparaha Arena Staff BBNZ Police	May 29th - June 1st

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 	Te Rauparaha Arena Staff	May 29th - June 1st

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 venue's requirements. Seating to be moved by Te Rauparaha Arena Staff only 	Te Rauparaha Arena Staff	May 29th - June 1st
Signage: corflutes, banners, flags	P	Y	M	All signage will be clear to all public and will be placed in appropriate areas.	Porirua Basketball Association & BBNZ	May 29th - June 1st



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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. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	From now to June 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. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st
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. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st
Natural Disaster	P	Y	M	<ul style="list-style-type: none"> • Follow the venue procedures. • Follow civil defence procedures. 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st
Fire Evacuation	P	Y	M	<ul style="list-style-type: none"> • Follow Venue Evacuation procedures 	Porirua Basketball Association, BBNZ & Te Rauparaha Arena Staff	May 29th - June 1st



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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. No BBNZ staff access. This area is strictly a NCSRT area 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29th - June 1st
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 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29th - June 1st
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. 	BBNZ & iAthletic	May 29th - June 1st

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. 	Porirua Basketball Association & Te Rauparaha Arena Staff	May 29th - June 1st

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 	BBNZ, N-Tech & Te Rauparaha Arena Staff	May 29th - June 1st