2026 SENIOR 3X3 REGIONALS – ZONE 1
Health and Safety Event Plan

Event name	*2026 Senior 3x3 Regionals – Zone 1*		
Event type	*Secondary School Tournament*		
Event venue & address	*Pulman Arena, Takanini, Auckland – 90 Walters Road, 2112*		
Event city	*Auckland*	**Total participants**	*TBC*
Event start date	*25th March 2026*	**Event end date**	*26th March 2026*
Event start time	*9am*	**Event end time**	*TBC*
Pack-in date & time	*24th March 2026*	**Pack-out date & time**	*Directly Post Event – 26th March*

BBNZ Event Organisers (person responsible)	**Roles**	**Email & Phone**
Tori Williams – Event Coordinator	*BBNZ*	*tori@nz.basketball | 027 269 3339*

Host Event Organisers (person responsible)	**Roles**	**Email & Phone**
Jilly Harris	*Auckland Basketball Services (Auckland Basketball Services) – Tournament Director*	*jilly@auckland.basketball | 0210440612*

Venue (person responsible)	**Roles**	**Email & Phone**

Subcontractors (person responsible)	**Roles**	**Email & Phone**
N/A		

Volunteer Roles (person responsible)	**Roles**	**Email & Phone**

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**
Auckland Basketball Services Staff, with assistance from BBNZ Staff	- Technical meeting slides will be distributed to all team managers and coaches via email	- Distributed via email - Two days before the tournament
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 Auckland Basketball Services Venue Controller Staff	Basic First Aid certified personnel onsite throughout event

SPORT SPECIFIC HAZARDS (eg. injuries)

2026 SENIOR 3X3 REGIONALS – ZONE 1
Health and Safety Event Plan

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*	• *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.*	*Auckland Basketball Services Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 25th - 26th*
Blood	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services & BBNZ Officials and Teams competing at Tournament*	*March 25th - 26th*
Head injuries	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 25th - 26th*
Sprain/ broken bone/ awkward landings	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 25th - 26th*
Dehydration	*P*	*Y*	*E*	• *Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*
Mouth damage	*P*	*Y*	*E*	• *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.*	*Auckland Basketball Services Floor Controllers First Point of Contact & Physio*	*March 25th - 26th*

					as secondary consultant	

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*	• *Pre-event check completed.* • *Daily check completed.* • *Check all playing surfaces are clean and clear of any damage.* • *Courts cleaned daily, including hoops.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Hoop systems	*P*	*N*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Replacing nets	*P*	*N*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Clocks: basketball (scoreboard & second clocks)	*P*	*N*	*M*	• *Ensure the scoreboard is secured to the wall.* • *Ensure back up clocks are available.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Define playing space	*E*	*N*	*M*	• *Corflute signage placed around the court to ensure spectators are clear of the playing area.* • *Signs advising spectators to watch games from the stand's upstairs.* • *Ensure the playing court lines are clearly marked.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*
Setup: team benches / scorebench, offices, seating, signage	*P*	*N*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*
Walkways	*E*	*N*	*M*	• *Teams should avoid using defined walkways as warm up or cool down stretching areas.*	*Participating Teams, Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*

2026 SENIOR 3X3 REGIONALS – ZONE 1
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*	• *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.*	*Auckland Basketball Services, BBNZ & Pulman Arena Staff*	*March 25th - 26th*
Hoops: in game	*P*	*Y*	*M*	• *Players not to hang on hoops.*	*Game Officials And participating team managers Auckland Basketball Services*	*March 25th - 26th*
Hoops: out of game	*P*	*Y*	*M*	• *Players not to hang on hoops.*	*Auckland Basketball Services*	*March 25th - 26th*
Changing rooms / toilets	*P*	*Y*	*E*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*

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*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Leak: in game	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff, Contact BBNZ*	*March 25th - 26th*
Leak: out of game	*P*	*Y*	*M*	• *Leak to be assessed.* • *If the leak becomes a hazard, use visible signage.* • *Advise the venue.*	*Auckland Basketball Services & Pulman Arena Staff. Contact BBNZ*	*March 25th - 26th*

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*	• *Provide signage for all spectators to watch games from stands upstairs.* • *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*
Harassment	*P*	*Y*	*E*	• *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.*	*Auckland Basketball Services &* *Pulman Arena Staff* *Police* *Contact BBNZ*	*March 25th - 26th*
Active Shooter	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff* *Police* *Contact BBNZ*	*March 25th - 26th*
Terror Threat	*P*	*Y*	*I*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff* *Police* *Contact BBNZ*	*March 25th - 26th*

Death of a person	*E*	*Y*	*M*	• *Follow processes set out by the event organiser and/or venue etc.*
				• *Below is an example only:*
				  ○ *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*
					Auckland Basketball Services &
					Pulman Arena Staff
					Police
					Contact BBNZ
						March 25th - 26th

2026 SENIOR 3X3 REGIONALS – ZONE 1
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*	• *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.*	*Auckland Basketball Services*	*March 25th - 26th*
Alcohol, drug, smoke & vape free event	*P*	*Y*	*E*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff Police Contact BBNZ*	*March 25th - 26th*

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*	• *Abiding by speed limit.* • *No loitering.*	*Pulman Arena Staff*	*March 25th - 26th*

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*	• *All types of seating to be safe and signed off as per the venue's requirements.*	*Pulman Arena Staff*	*March 25th - 26th*
Signage: corflutes, banners, flags	*P*	*Y*	*M*	• *All signage will be clear to all public and will be placed in appropriate areas.*	*Auckland Basketball Services & BBNZ*	*March 25th - 26th*

2026 SENIOR 3X3 REGIONALS – ZONE 1
Health and Safety Event Plan

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*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff*	*From now to March 25th*
Moving seating	*P*	*Y*	*M*	• *Cordon off area.* • *Remove spectators before moving seating.* • *Move seating at the end of the night when the floor is clear of people.*	*Auckland Basketball Services & Pulman Arena Staff*	*March 25th - 26th*
Power failure	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services & Pulman Arena Staff Contact BBNZ*	*March 25th - 26th*
Natural disaster	*P*	*Y*	*M*	• *Follow the venue procedures.* • *Follow civil defence procedures.*	*Auckland Basketball Services & Pulman Arena Staff Contact BBNZ*	*March 25th - 26th*
Fire evacuation	*P*	*Y*	*M*	• *Follow venue evacuation procedures*	*Auckland Basketball Services & Pulman Arena Staff Contact BBNZ*	*March 25th - 26th*

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*	• *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.* • *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.*	*Pulman Arena Staff*	*March 25th - 26th*

				• *Keep food refrigerated.*		
Volunteer / Officials / Staff Food	*P*	*Y*	*M*	• *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*	*Auckland Basketball Services*	*March 25th - 26th*

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*	• *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.*	*Auckland Basketball Services & Merchandise contractor*	*March 25th - 26th*
On court activations	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services*	*March 25th - 26th*
Outdoor activations	*P*	*Y*	*M*	• *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.*	*Auckland Basketball Services*	*March 25th - 26th*

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*	• *Daily cleaning schedule.* • *Notify the venue.*	*Pulman Arena Staff*	*March 25th - 26th*