2026 SENIOR 3X3 REGIONALS – ZONE 2
Health and Safety Event Plan

Event name	*2026 Senior 3x3 Regionals – Zone 2*		
Event type	*Secondary School Tournament*		
Event venue & address	*Southern Trust Sportsdrome, Queens Drive, Rotorua 3010*		
Event city	*Rotorua*	**Total participants**	*TBC*
Event start date	*24th March 2026*	**Event end date**	*25th March 2026*
Event start time	*TBC*	**Event end time**	*TBC*
Pack-in date & time	*23rd March 2026*	**Pack-out date & time**	*Directly Post Event – 25th March*
BBNZ Event Organisers (person responsible)	**Roles**		**Email & Phone**
TBC	*BBNZ Events Lead*		
Host Event Organisers (person responsible)	**Roles**		**Email & Phone**
Sue Pene	*Rotorua Basketball – Tournament Director*		*rotoruabball@xtra.co.nz | 021 222 5515*
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**
Rotorua Basketball 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 Rotorua Basketball Venue Controller Staff	Basic First Aid certified personnel onsite throughout event

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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*	• *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.*	*Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 24th - 25th*
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.*	*Rotorua Basketball & BBNZ Officials and Teams competing at Tournament*	*March 24th - 25th*
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.*	*Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 24th - 25th*
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.*	*Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 24th - 25th*
Dehydration	*P*	*Y*	*E*	• *Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*
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.*	*Rotorua Basketball Floor Controllers First Point of Contact & Physio as secondary consultant*	*March 24th - 25th*

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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
Clocks: basketball (scoreboard & second clocks)	*P*	*N*	*M*	• *Ensure the scoreboard is secured to the wall.* • *Ensure back up clocks are available.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*
Walkways	*E*	*N*	*M*	• *Teams should avoid using defined walkways as warm up or cool down stretching areas.*	*Participating Teams, Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*

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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*	• *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.*	*Rotorua Basketball, BBNZ Events & Venues Rotorua Staff*	*March 24th - 25th*
Hoops: in game	*P*	*Y*	*M*	• *Players not to hang on hoops.*	*Game Officials And participating team managers Rotorua Basketball*	*March 24th - 25th*
Hoops: out of game	*P*	*Y*	*M*	• *Players not to hang on hoops.*	*Rotorua Basketball*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*

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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff, Contact BBNZ*	*March 24th - 25th*
Leak: out of game	*P*	*Y*	*M*	• *Leak to be assessed.* • *If the leak becomes a hazard, use visible signage.* • *Advise the venue.*	*Rotorua Basketball Events & Venues Rotorua Staff. Contact BBNZ*	*March 24th - 25th*

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.* • *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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ*	*March 24th - 25th*

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*
					Rotorua Basketball Events & Venues Rotorua Staff Police Contact BBNZ	*March 24th - 25th*

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.*	*Rotorua Basketball*	*March 24th - 25th*
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.*	*Rotorua Basketball* *Events & Venues* *Rotorua Staff* *Police* *Contact BBNZ*	*March 24th - 25th*

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.*	*Events & Venues* *Rotorua Staff*	*March 24th - 25th*

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.*	*Events & Venues* *Rotorua Staff*	*March 24th - 25th*
Signage: corflutes, banners, flags	*P*	*Y*	*M*	• *All signage will be clear to all public and will be placed in appropriate areas.*	*Rotorua Basketball* *Events & Venues* *Rotorua Staff*	*March 24th - 25th*

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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*From now to March 24th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff*	*March 24th - 25th*
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.*	*Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ*	*March 24th - 25th*
Natural disaster	*P*	*Y*	*M*	• *Follow the venue procedures.* • *Follow civil defence procedures.*	*Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ*	*March 24th - 25th*
Fire evacuation	*P*	*Y*	*M*	• *Follow venue evacuation procedures*	*Rotorua Basketball Events & Venues Rotorua Staff Contact BBNZ*	*March 24th - 25th*

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.* • *Keep food refrigerated.*	*Events & Venues Rotorua Staff*	*March 24th - 25th*

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*	*Rotorua Basketball*	*March 24th - 25th*

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.*	*Rotorua Basketball & Merchandise contractor*	*March 24th - 25th*
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.*	*Rotorua Basketball*	*March 24th - 25th*
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.*	*Rotorua Basketball*	*March 24th - 25th*

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.*	*Events & Venues Rotorua Staff*	*March 24th - 25th*