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

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|---|---|---|---|
| **Event name** | *2026 Senior 3x3 Regionals – Zone 3* | | |
| **Event type** | *Secondary School Tournament* | | |
| **Event venue & address** | *Walter Nash Centre, Lower Hutt – 22/26 Taine Street, Taitā, 5011* | | |
| **Event city** | *Lower Hutt* | **Total participants** | *TBC* |
| **Event start date** | *23rd March 2026* | **Event end date** | *24th March 2026* |
| **Event start time** | *TBC* | **Event end time** | *TBC* |
| **Pack-in date & time** | *22nd March 2026* | **Pack-out date & time** | *Directly Post Event – 24th March* |

| **BBNZ Event Organisers (person responsible)** | **Roles** | **Email & Phone** |
|---|---|---|
| *Alex Wright* | *Basketball New Zealand Event Coordinator* | *alex@nz.basketball \| 027 687 5379* |
| **Host Event Organisers (person responsible)** | **Roles** | **Email & Phone** |
| *Damien Ekenasio* | *Capital Basketball - General Manager* | *damien@capitalbasketball.org I 021 238 9727* |
| | | |
| **Venue (person responsible)** | **Roles** | **Email & Phone** |
| *Stacy Lio* | *Walter Nash Events Coordinator* | *Stacy.Lio@huttcity.govt.nz \| 027 201 4198* |
| | | |
| **Subcontractors (person responsible)** | **Roles** | **Email & Phone** |
| *N/A* | | |
| **Volunteer Roles (person responsible)** | **Roles** | **Email & Phone** |
| *TBC* | *Volunteer Manager - Scorebench* | |

| 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** |
| *Capital Basketball Staff, with assistance from BBNZ Staff* | - *Technical meeting slides will be distributed to all team managers and coaches via email* | - *Distributed via email*<br>- *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 Capital Basketball Venue Controller Staff* | *Basic First Aid certified personnel onsite throughout event* |
| | | |

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

| 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.*<br>• *Once an injury assessment is completed it will be decided if further action is needed.*<br>• *Injury forms filled out in the event of a reportable injury.* | *Capital Basketball Floor Controllers First Point of Contact & Physio as secondary consultant* | *March 23rd - 24th* |
| *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.*<br>• *Blood on skin - blood must be removed before the player can re-enter the game.*<br>• *Blood kits available to clean surfaces/ball where blood is detected.*<br>• *Refer to the BBNZ blood kit and process.* | *Capital Basketball & BBNZ Officials and Teams competing at Tournament* | *March 23rd - 24th* |
| *Head injuries* | *P* | *Y* | *M* | • *Certified basic first aid personnel will provide help with injuries.*<br>• *Once an injury assessment is completed it will be decided if further action is needed.*<br>• *Injury forms filled out in the event of a reportable injury.* | *Capital Basketball Floor Controllers First Point of Contact & Physio as secondary consultant* | *March 23rd - 24th* |
| *Sprain/ broken bone/ awkward landings* | *P* | *Y* | *M* | • *Certified basic first aid personnel will provide help with injuries.*<br>• *Once an injury assessment is completed it will be decided if further action is needed.*<br>• *Injury forms filled out in the event of a reportable injury.* | *Capital Basketball Floor Controllers First Point of Contact & Physio as secondary consultant* | *March 23rd - 24th* |
| *Dehydration* | *P* | *Y* | *E* | • *Water readily available to all players via fountains, taps inside the venue or multi-water dispenser at front entrance.* | *Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |
| *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.*<br>• *Certified basic first aid personnel will provide help with injuries.*<br>• *Once an injury assessment is completed it will be decided if further action is needed.*<br>• *Injury forms filled out in the event of a reportable injury.* | *Capital Basketball Floor Controllers First Point of Contact & Physio as secondary consultant* | *March 23rd - 24th* |

| 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.*<br>• *Daily check completed.*<br>• *Check all playing surfaces are clean and clear of any damage.*<br>• *Courts cleaned daily, including hoops.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Hoop systems* | *P* | *N* | *M* | • *Ensure the hoop structure is secured to their fixture.*<br>• *For portable basketball systems, padding covers the main structure, backboard and secured to the wall or floor.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Replacing nets* | *P* | *N* | *M* | • *Check that the net is in good condition if any holes then consider swapping.*<br>• *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.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Clocks: basketball (scoreboard & second clocks)* | *P* | *N* | *M* | • *Ensure the scoreboard is secured to the wall.*<br>• *Ensure back up clocks are available.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Define playing space* | *E* | *N* | *M* | • *Corflute signage placed around the court to ensure spectators are clear of the playing area.*<br>• *Signs advising spectators to watch games from the stand's upstairs.*<br>• *Ensure the playing court lines are clearly marked.* | *Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |
| *Setup: team benches / scorebench, offices, seating, signage* | *P* | *N* | *M* | • *Use trollies to transport heavy equipment to the court.*<br>• *Tape down or place caballing under mats.*<br>• *Use underfloor power sources if available.*<br>• *Position gear in the correct area of the court.*<br>• *Position gear out of harm's way.*<br>• *Ensure areas are equipped for the correct number of personnel.*<br>• *When moving equipment, be aware of people around you.* | *Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |
| *Walkways* | *E* | *N* | *M* | • *Teams should avoid using defined walkways as warm up or cool down stretching areas.* | *Participating Teams, Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |

# 2026 SENIOR 3X3 REGIONALS – ZONE 3
# 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.*<br>• *Notify venue staff of spills or spots that need attention.*<br>• *Slippery surface signs displayed.*<br>• *Access to cleaning cupboard to access gear if required.*<br>• *If dampness is an issue, create a surface check throughout the day.*<br>• *Clean courts at the end of each night if required.*<br>• *Move the game to different court if required.* | *Capital Basketball, BBNZ & Walter Nash Staff* | *March 23rd - 24th* |
| *Hoops: in game* | *P* | *Y* | *M* | • *Players not to hang on hoops.* | *Game Officials And participating team managers ABS* | *March 23rd - 24th* |
| *Hoops: out of game* | *P* | *Y* | *M* | • *Players not to hang on hoops.* | *ABS* | *March 23rd - 24th* |
| *Changing rooms / toilets* | *P* | *Y* | *E* | • *Notify venue staff.*<br>• *Slippery / wet surfaces to be cleaned.*<br>• *Slippery surface signs displayed.*<br>• *If this is an issue, ask for a cleaning check throughout the day.* | *ABS & Pulman Arena Staff* | *March 23rd - 24th* |

| 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.*<br>• *If light fails, games could be suspended until appropriate lighting is back on.*<br>• *Move the game to another court if possible.*<br>• *Advise the venue to replace lights.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Leak: in game* | *P* | *Y* | *M* | • *Leak to be assessed.*<br>• *If possible, to control, game can continue.*<br>• *If the leak becomes a hazard, game to be moved to different court.*<br>• *Advise the venue.* | *Capital Basketball & Walter Nash Staff Contact BBNZ* | *March 23rd - 24th* |
| *Leak: out of game* | *P* | *Y* | *M* | • *Leak to be assessed.*<br>• *If the leak becomes a hazard, use visible signage.*<br>• *Advise the venue.* | *Capital Basketball & Walter Nash Staff Contact BBNZ* | *March 23rd - 24th* |

| 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.*<br>• *Move spectators from areas that may cause harm to themselves or participants.*<br>• *Move spectators if blocking exits.*<br>• *Use visible signage which will direct people to spectator areas.*<br>• *Use visible signage to advise people no running or bouncing balls.* | *Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |
| *Harassment* | *P* | *Y* | *E* | • *Abusive people to be removed from the premises.*<br>• *Zero Tolerance Sport Rage Policy will be strictly enforced.*<br>• *Security is on site and can be contacted through floor control.*<br>• *Ring the police if necessary.*<br>• *Incident report to be completed.* | *Capital Basketball & Walter Nash Staff*<br>*Police*<br>*Contact BBNZ* | *March 23rd - 24th* |
| *Active Shooter* | *P* | *Y* | *M* | • *Follow the instructions of the venue, event organiser, security or staff.*<br>• *Guidelines of what to do in this situation can be found in the venue health and safety plan.* | *Capital Basketball & Walter Nash Staff*<br>*Police*<br>*Contact BBNZ* | *March 23rd - 24th* |
| *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.* | *Capital Basketball & Walter Nash Staff*<br>*Police*<br>*Contact BBNZ* | *March 23rd - 24th* |
| *Death of a person* | *E* | *Y* | *M* | • *Follow processes set out by the event organiser and/or venue etc.*<br>• *Below is an example only:*<br>  ○ *ensure your own safety*<br>  ○ *follow first aid processes*<br>  ○ *assume person is not deceased; give first aid*<br>  ○ *call emergency services (111)*<br>  ○ *make as much effort to isolate, cover and contain the area*<br>  ○ *shut down areas around the scene*<br>  ○ *notify the event organiser and the person in charge of health and safety*<br>  ○ *advise staff accordingly*<br>  ○ *complete accident report forms as necessary* | *Capital Basketball & Walter Nash Staff*<br>*Police*<br>*Contact BBNZ* | *March 23rd - 24th* |

| 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.*<br>• *Food and drink is available for volunteers and staff, if applicable.*<br>• *Ensure rostering system is maintained and followed.* | *Capital Basketball* | *March 23rd - 24th* |
| *Alcohol, drug, smoke & vape free event* | *P* | *Y* | *E* | • *Events are alcohol, drug, smoke & vape free.*<br>• *Use visible signage to advise.*<br>• *Personnel not to consume onsite, if found will be asked to leave.*<br>• *Intoxicated personnel; asked to leave or denied access to the venue.*<br>• *Ring the police if necessary.*<br>• *Security to remove if available.*<br>• *Incident report to be completed.* | *Capital Basketball & Walter Nash Staff*<br>*Police*<br>*Contact BBNZ* | *March 23rd - 24th* |

| 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.*<br>• *No loitering.* | *Walter Nash Staff* | *March 23rd - 24th* |

| 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.* | *Walter Nash Staff* | *March 23rd - 24th* |
| *Signage: corflutes, banners, flags* | *P* | *Y* | *M* | • *All signage will be clear to all public and will be placed in appropriate areas.* | *Capital Basketball & BBNZ* | *March 23rd - 24th* |

| 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.*<br>• *If during the event, cordon off the area if necessary.*<br>• *Maintenance personnel on call.*<br>• *Replacement equipment on hand if available.*<br>• *Move game to another court if possible.* | *Capital Basketball & Walter Nash Staff* | *From now to March 23rd* |
| *Moving seating* | *P* | *Y* | *M* | • *Cordon off area.*<br>• *Remove spectators before moving seating.*<br>• *Move seating at the end of the night when the floor is clear of people.* | *Capital Basketball & Walter Nash Staff* | *March 23rd - 24th* |
| *Power failure* | *P* | *Y* | *M* | • *Appropriate maintenance to be undertaken prior to the event.*<br>• *Maintenance personnel on call.*<br>• *Move game to another court if possible.*<br>• *Games will be suspended until power comes back on.*<br>• *Games to be played at another venue.* | *Capital Basketball & Walter Nash Staff Contact BBNZ* | *March 23rd - 24th* |
| *Natural disaster* | *P* | *Y* | *M* | • *Follow the venue procedures.*<br>• *Follow civil defence procedures.* | *Capital Basketball & Walter Nash Staff Contact BBNZ* | *March 23rd - 24th* |
| *Fire evacuation* | *P* | *Y* | *M* | • *Follow venue evacuation procedures* | *Capital Basketball & Walter Nash Staff Contact BBNZ* | *March 23rd - 24th* |

| 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.*<br>• *Use trollies to transport heavy equipment.*<br>• *Tape down or place caballing under mats.*<br>• *Position gear in the correct area.*<br>• *Position gear out of harm's way.*<br>• *Ensure areas are equipped for the correct number of personnel accessing the area.*<br>• *When moving equipment be aware of people around you. Wash hands regularly.*<br>• *Keep benches clean and clear.*<br>• *Keep food refrigerated.* | *Walter Nash Staff* | *March 23rd - 24th* |
| *Volunteer / Officials / Staff Food* | *P* | *Y* | *M* | • *Follow the venue's agreement regarding the use of the kitchen and cooking.*<br>• *Food provided by certified food personnel.*<br>• *Food is stored/cooled/heated properly and served in appropriate time* | *Capital Basketball* | *March 23rd - 24th* |

| 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.*<br>• *All cords must be covered with cable protectors or taped down securely so there are no trip hazards.*<br>• *Stall not in way of fire exits or thoroughfares.*<br>• *Person always watching.* | *Capital Basketball & Merchandise contractor* | *March 23rd - 24th* |
| *On court activations* | *P* | *Y* | *M* | • *Explain the rules to the activations and that these are clearly communicated.*<br>• *Make sure the space that is in use is free of any hazards.*<br>• *Any items thrown into crowd are soft and will not cause any injury.* | *Capital Basketball* | *March 23rd - 24th* |
| *Outdoor activations* | *P* | *Y* | *M* | • *All subcontractors running activations are briefed by the venue on health and safety.*<br>• *Make sure the space that is in use is free of any hazards.*<br>• *Activations must stay within their given space, free of moving vehicles and car parks.* | *Capital Basketball* | *March 23rd - 24th* |

| 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.*<br>• *Notify the venue.* | *Walter Nash Staff* | *March 23rd - 24th* |