



## Event Management Plan

|                              |   |
|------------------------------|---|
| <b>Event Name</b>            | <b>TSSSA Junior Futsal</b>                      |
| <b>Event Location</b>        | <b>TSB Stadium – New Plymouth</b>               |
| <b>Event Date</b>            | <b>Wednesday 16<sup>th</sup> September 2020</b> |
| <b>Organisation</b>          | <b>TSSSA + Central Football</b>                 |
| <b>Document last updated</b> | <b>August 2020</b>                              |

***\*Please note that this document is a guide only\****

***This information can be provided to all interested parties and forms a record of due diligence being undertaken by TSSSA***

# Event management

## Event overview

The TSSSA Junior Futsal competition is held at TSB Stadium. The competition features both experienced players and those new to the sport who all come together to compete against other secondary school students. Schools enter as teams of up to 7, with 5 on the court at any one time.

## Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

| Name                     | Role                      | Responsibility   | Contact Details  |
|--------------------------|---------------------------|--|--|
| Rebecca Scott            | Event Manager             | Overall responsibility   | <a href="mailto:rebecca@tsssa.org.nz">rebecca@tsssa.org.nz</a><br>021 186 2710   |
| Ryan Gilmour             | Event Director            | All Event  | <a href="mailto:ryan@tsssa.org.nz">ryan@tsssa.org.nz</a><br>021 186 2710   |
| Rebecca Scott            | Health and Safety Officer | Risk assessments, legal compliance, fire points, site inspections, | <a href="mailto:rebecca@tsssa.org.nz">rebecca@tsssa.org.nz</a><br>021 367 232  |
| Central Football & TSSSA | Volunteer Coordinator     | Volunteer recruitment, training & management                       | <a href="mailto:manuel@centralfootball.co.nz">manuel@centralfootball.co.nz</a><br><a href="mailto:ryan@tsssa.org.nz">ryan@tsssa.org.nz</a> |
| Central Football & TSSSA | Disputes                  | Rules and Disputes   | <a href="mailto:manuel@centralfootball.co.nz">manuel@centralfootball.co.nz</a><br><a href="mailto:ryan@tsssa.org.nz">ryan@tsssa.org.nz</a> |

## Child Protection Policy

| Name             | Role           | Contact Details  | Child Protection Policy |
|------------------|----------------|--|-------------------------|
| Central Football | Brent Youngson | <a href="mailto:BrentY@centralfootball.co.nz">BrentY@centralfootball.co.nz</a> | YES                     |

## Key event contacts – other

| Suppliers of services(venues, marquees, catering etc) |             |  |                            |       |
|---|-------------|--|----------------------------|-------|
| Organisation  | Contact     | Service                                    | Contact details            | Notes |
| TSB Stadium   | Eli Paurini | Operations<br>Coordinator –<br>TSB Stadium | 027 4100480<br>06 759 6060 |       |
| Authorities (SAR, fire, police, first aid etc)        |             |  |                            |       |
| Organisation  | Contact     | Service                                    | Contact details            | Notes |
| St John   | 111         | On call                                    | 111                        |       |

## Staffing

Volunteers provided by Central Football  
Designated School Managers

## Organisational structure

|   |                        |                             |  |
|---|------------------------|-----------------------------|--|
| Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation) |                        |                             |  |
|   | Event Manager          | Event Director              |  |
|   | School Representatives | Central Football Volunteers |  |

## ***Timetable***

| Time  | Pre Event                           | Event Programme                                  | Prize giving | Pack up       |
|-------|-------------------------------------|--|--------------|---------------|
| 08:00 | Arrival and set up                  |  |              |               |
| 08:15 | School Competitive team arrival     |  |              |               |
| 08.20 |                                     | Event briefing                                   |              |               |
| 08:30 |                                     | Competitive Event begin                          |              |               |
| 11.30 |                                     | Competition ends and Competitive students leave. |              |               |
| 11.35 | School Non Competitive Teams arrive |  |              |               |
| 11.40 |                                     | Event Briefing                                   |              |               |
| 11.45 |                                     | Non Competitive Event Starts                     |              |               |
| 14.45 |                                     | Competition Ends                                 |              |               |
| 15.00 |                                     |  |              | Event Pack up |

# Health and safety

See attached the NZSSSC Health and Safety related Futsal rules.


## Junior Futsal Event

### Competitors must:

- All players are strongly recommended to wear shin pads however not compulsory.
- Wearing long socks is advisable.
- A player must not use equipment or wear anything that is dangerous to him/herself or another player including jewellery.
  
- For more information on the standard of safety equipment required please see - <http://www.nzsssc.org.nz/asset/downloadasset?id=10c7271e-ddc5-40d8-8928-dffe2fb85ae0>

# Health and safety

The identified risks will be controlled in the following system:

| Hierarchy of Control  |   |
|---|---|
| <p>Most effective<br/>(High level)</p>  <p>Least effective<br/>(Low level)</p> | <b>Elimination:</b> remove the hazard completely from the workplace or activity   |
|   | <b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)  |
|   | <b>Engineering control:</b> making a machine or work process safer (e.g. raise a bench to reduce bending)   |
|   | <b>Isolation:</b> separate people from the hazard (e.g. safety barrier)   |
|   | <b>Administration:</b> putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards) |
|   | <b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. gloves, hats)   |

## Event Hazard Identification and Risk Assessment

| Hazard or Risk identified.                                       | Risk Level                    | Level of Control<br>(see previous page) |            |                  |               |     | Action   |                                     |   |
|--|-------------------------------|---|------------|------------------|---------------|-----|--|-------------------------------------|---|
|  |                               | Eliminate                               | Substitute | Engineer control | Admin Control | PPE | How will we prevent it?  | Person responsible                  | What we will do if it happens?  |
| What could go wrong?   | Low<br>Med<br>High<br>Extreme |   |            |                  |               |     |  |                                     |   |
| Evacuation procedures - Inability to safely evacuate if required | Medium                        | no                                      | No         | on               | yes           | no  | Managers briefing will outline emergency procedures - refer to TSB Stadium evacuation procedures and ensure clear messages are received by participants and staff. TSB Stadium Evacuation plan & site map is attached below. | Event Manager / Host Organisation   | Use of site emergency exit points/ procedures. Event manager to check site before heading to evacuation meeting point. Schools to initiate a head count of their students and await further instructions from event manager/host/emergency services |
| First aid kit not provided by Schools                            | Low                           | yes                                     | Yes        | no               | no            | no  | All teams are informed prior to the event to bring their own first aid kit.  | Event Manager / School Team Manager | The event manager will also have a first aid kit in their vehicle at all times and provide it if necessary.   |
| Communication failure during event                               | Medium                        | yes                                     | No         | no               | no            | no  | Event Organiser will be on site to ensure running of a smooth event.   | Event Manager                       | Cell phones will be on hand and charged.  |
| Briefing and relevant information isn't communicated properly.   | High                          | yes                                     | No         | no               | yes           | no  | The briefing is compulsory for all team managers to attend. Rules and format will be explained on the day.   | Event Manager                       | Participants will also be briefed before the event commences to ensure any missed messages are relayed.   |
| Muscle injury  | Medium                        | no                                      | No         | no               | yes           | no  | Participants to warm-up and cool-down before being physically active. Event director to monitor play and ensure safe technique.<br><br>Players to wear closed toe flat soled shoes.  | School Team Managers / Participant  | Ice and / or first aid to be provided if required by team manager. Use Event Managers kit if needed.  |
| Suspected skeletal injury/break suffered throughout the activity | High                          | no                                      | No         | no               | yes           | no  | Participants to warm-up and cool-down before being physically active. Event manager will be onsite during the competition.   | Event Manager / School Team Manager | Follow TSSSA serious event procedure & call emergency services if necessary. Ice and / or first aid to be provided by team manager if required.   |

|  |        |     |     |     |     |    |  |   |  |
|--|--------|-----|-----|-----|-----|----|--|---|--|
| Asthma, anaphylaxis and other medical conditions suffered throughout the activity        | High   | no  | No  | no  | no  | no | Managers/coaches to be aware of their participant's medical conditions. Participants should not take part in the activity if there is a possibility their health will be at risk. If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person. | School Team Managers / Participant                        | Participant to administer their own medication where needed. Refer to school's emergency procedure. Call emergency services if appropriate.  |
| Participant acting inappropriately resulting in negative experience for others involved. | Medium | no  | No  | no  | yes | no | Players to exhibit good sportsmanship characteristics. Participants and team managers will be advised during briefing to respect decisions of officials/made by their peers when self-officiating.   | Participants/ Event Manager / Activity Official           | Prompt/ warning will be given by activity official and/or event manager. Team managers will also be informed. If problem persists, the participant will be removed from the activity or disciplinary action will be taken at activity official / event manager's discretion. |
| Audience behaviour (i.e. Violence, anti-social behaviour, Public disorder)               | Medium | no  | No  | no  | no  | no | Event Manager will be on site during the competition.  | Event Manager   | Event Manager or Host Organisation Administrator will take responsibility for dealing with any public disorder. Police will be called if necessary.  |
| Equipment not being of safe standard   | Medium | yes | Yes | no  | no  | no | All equipment to be checked by team managers and activity officials before commencement where necessary. Team managers to be told of any risk and how players should treat equipment where required.   | Activity Officials / School Team Managers / Event Manager | Refer to onsite first aid  |
| Participant or audience struck by equipment eg High Speed Balls                          | Low    | no  | No  | yes | no  | no | Participants and audience to be aware of their surroundings. Event manager to perform a pre-event inspection to ensure spectator areas are clearly marked/barriers placed or out of bounds areas are clearly marked.   | Participants / Audience/ Event Manager                    | Refer to onsite first aid  |
| Earthquake, tsunami, flooding  | Medium | no  | No  | no  | yes | no | Force majeure (an event that no human foresight could anticipate that prevents Health and Safety Management to be fulfilled). Event organisers will deal – within their capability - with any possible incidents and cancel the event if necessary.  | Event Manager / Host Organisation                         | If on site, refer to host organisations emergency policy. Procedures will be discussed during managers briefing.   |
| Participants injured by something on the ground  | Low    | yes | No  | no  | yes | no | Grounds will be checked for hazards when activities are being set up. Personnel setting up   | Event Manager / Host Organisation                         | Refer to onsite first aid  |

|   |      |    |    |    |     |     |  |                              |   |
|---|------|----|----|----|-----|-----|--|------------------------------|---|
|   |      |    |    |    |     |     | are to remove anything if found or place cone/sign if needed.  |                              |   |
| Wet/adverse weather conditions causing slippery ground conditions and hypothermia | High | no | No | no | yes | no  | Participants to warm up thoroughly in cool weather and wear clothing appropriate to the conditions.<br>Event will be postponed if health and safety is compromised due to the weather. | Participants / Event Manager | Refer to onsite first aid   |
| Extreme heat, leading to heat stroke, sunburn and dehydration.                    | High | no | No | no | yes | yes | Advise participants to wear clothing appropriate to conditions and bring water.  | Event Manager / Participants | Refer to onsite first aid. Follow TSSSA serious event procedure & call emergency services if necessary. |



# Evacuation Plan





## ALERT LEVEL 2 – 3x3 BASKETBALL GUIDELINES

### Covid-19 Safety Guidelines for Futsal

- **TSSSA will comply with the gathering restriction size of less than 100 persons.** including players, coaches, managers, volunteers, spectators and supporters. (minimise spectators to assist with physical distancing and crowd management).
- **TSSSA FUTSAL will be closed to all spectators for** compliance for public gatherings. This will be monitored by widely publicised by TSSSA and Secondary Schools.
- If you are unwell, stay home, self-isolate and contact your GP or the Healthline
- Appropriate hygiene and sanitation processes in place for participants and equipment
- **Mandatory contact tracing is required by all schools** for Futsal. TSSSA will have all Team lists including coach , manager and teacher in charge prior to the Event. This will be manually checked at the Event as well.
- Physical distancing is required at all times (with the exception of players on the court and sideline coaching at breaks)
- Teams to provide all equipment and PPE.
- **Teams must clean balls before and after use . Hand Sanitiser will be available.**
- BYO water bottles, towels and hand sanitiser for frequent use
- Sneeze and cough into your elbow
- Avoid high touch surfaces
- Umpires and Officials should hand sanitise regularly
- Cleaning and hygiene protocols will be implemented at each venue for bathrooms and toilets
- Changerooms will be closed
- Pens will not be provided for scorecards
- All schools are encouraged to stay with their school group unless they are on the court competing. No mingling between groups and supporters.

***Failure to meet these guidelines could have a serious impact on the health of our community.***

REBECCA@TSSSA.ORG.NZ



## Covid-19 Health and Safety Measures

While the risk of exposure to COVID-19 is now low, there are some Golden Rules we should all follow to help prevent future spread.

1. If you're sick, stay home. Don't go to work or school. Don't socialise.
2. If you have cold or flu symptoms call your doctor or Healthline and make sure you get tested.
3. Wash your hands. Wash your hands. Wash your hands.
4. Sneeze and cough into your elbow, and regularly disinfect shared surfaces.
5. If you are told by health authorities to self-isolate you must do so immediately.
6. If you're concerned about your wellbeing, or have underlying health conditions, work with your GP to understand how best to stay healthy.
7. Keep track of where you've been, when and who you've seen to help contact tracing if needed. Use the NZ COVID Tracer app or ID Me as a handy way of doing this.
8. Businesses should help people keep track of their movements by displaying the Ministry of Health QR Code for contact tracing.
9. Stay vigilant. There is still a global pandemic going on. People and businesses should be prepared to act fast to step up alert levels if we have to.
10. People will have had different experiences over the last couple of months. Whatever you're feeling — it's okay. Be kind to others. Be kind to yourself.

There are no physical distancing requirements at Alert Level 1. You can still play it safe by continuing to keep a distance from people you don't know. Use your judgement. The more space there is between you and others, the harder it is for COVID-19 to spread.

### Stay home if you're unwell

Play it safe. Stay home if you're feeling unwell. Don't go to work, and keep unwell children home from school or early childhood education.

If you have symptoms of COVID-19, get tested.

See information about the common [COVID-19 symptoms](#) and [who to contact to talk about whether you need a test](#).

### Use basic hygiene

Basic hygiene measures include: good hand hygiene, cough and sneeze etiquette, avoid touching your face, and clean surfaces.

- **Wash your hands** with soap and water often (for at least 20 seconds) and dry thoroughly. Use an alcohol-based sanitiser and rub hands together if soap and water is unavailable.
- **Cough or sneeze into your elbow** or cover your mouth and nose with tissues. Put them in a bin immediately.
- **Avoid touching your face**, including your eyes, nose or mouth if your hands are not clean. Surfaces may have infectious droplets.

- **Clean surfaces regularly.** This includes items frequently touch like door handles and phones.

### Keep a record of where you have been

If cases of COVID-19 are confirmed, we need to stop the spread. Keeping a record of your movements will help the Ministry of Health to do contact tracing quickly and efficiently.

It is recommended you keep a record of where you have been, when you were there and who you were with.

The Ministry of Health has created a tracing app — [NZ COVID Tracer](#) which you can download for free in the Apple App Store or Google Play. We encourage people to use the app and businesses to display QR codes, as it is an easy way for people to track their movements.


You can also keep track of your movements in a number of others ways including; keeping a list in a safe place, keeping a diary, noting in your phone calendar, using another app to record your movements, or taking time-stamped photos of where you have been.

Find our more about the [NZ COVID Tracer app](#).

## Emergency Protocol

See attached emergency flowchart

## Submission

| Submission   |                           |
|--|---------------------------|
| This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety. |                           |
| Contact person: <b>Rebecca Scott</b>   | Date: <b>Date 10/9/20</b> |
| Indicate those others involved in the preparation of this risk assessment.   |                           |
|   |                           |

