



TSSSA
TARANAKI SECONDARY SCHOOLS'
SPORTS ASSOCIATION

Event Management Plan

Event Name	TSSSA Surfing
Event Location	New Plymouth Surfriders Club - Fitzroy Beach
Event Date	Best available date during week of 18-22 February
Organisation	TSSSA + Surfing Taranaki + New Plymouth Surfriders Club
Document last updated	January 2019

****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 Surfing competition is for experienced surfers & body boarders. Competitors must bring their own boards and can enter as U18, U16 or U14 in the surfing, or in the Open Longboard or Body board. The event is scheduled to take place over a week period, with surf and weather conditions dictating the date in which this event goes ahead.

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
Tem Hodson	Event Manager	Overall responsibility	tem@tsssa.org.nz 021 252 0525
Craig Williamson	Event Director	All Event	craig@surfingtaranaki.org 027 687 4122
Tara Potter	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections,	tara@tsssa.org.nz 0273739645

Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
New Plymouth Surfriders Club	Craig Williamson	Provider of venue, equipment	craig@surfingtaranaki.org 027 687 4122	
Authorities (SAR, fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes

St John	111	On call	111	
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Staffing

Volunteers provided by Surfing Taranaki / NP Surfriders Club
Designated School Representatives

Organisational structure

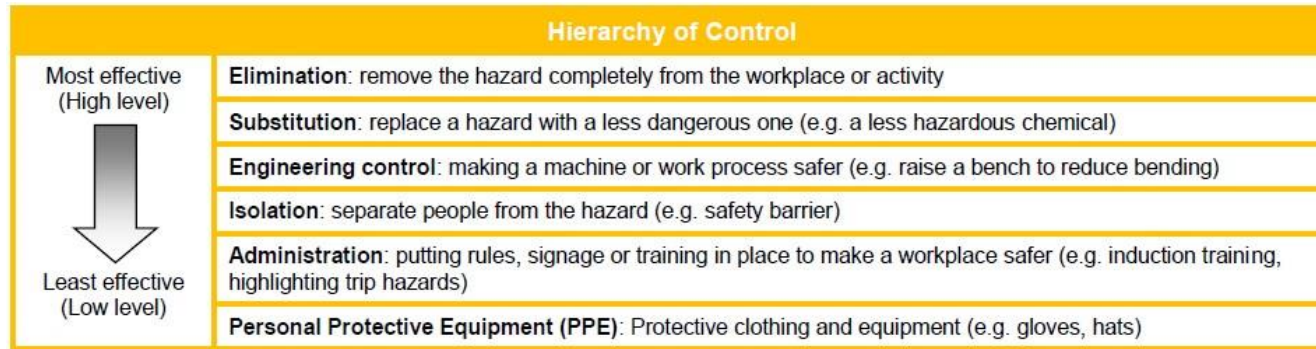
Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Event Director	
	School Representatives	Surfing Taranaki / NP Surfriders Club Volunteers	

Timetable

Time	Pre Event	Event programme	Prize giving	Pack up	other
09:00	Registration and competitor sign up				
09:30		Competition Begin			
14:00		Competition End			
14:10			Prize giving	Event Closure	

Health and safety

The identified risks will be controlled in the following system:



Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (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 Med High Extreme								
Evacuation procedures - Inability to safely evacuate if required	Medium	no	no	on	yes	no	Event briefing will outline emergency procedures - refer to host organisation's evacuation procedures and ensure clear messages are received by participants and staff.	Event Manager / Event Director	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 schools are informed prior, as the TSSSA Event Guide states that they are to bring their own first aid kit and ice.	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. Loud speaker system will be utilised.	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 & heats will be communicated on the whiteboard. Communication to those in the water competing occurs verbally via the speaker system and visually via the competition board (signalling competition start and end)	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.	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/school representatives 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.	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.
Worsening Surf conditions	High	no	No	No	yes	no	Surf conditions are assessed pre-event and continually throughout the day by the event director. The event director is experienced in running surf competitions and is very familiar with beach used for this event.	Event Director / Event Manager	The event director, may at their discretion move competition arenas and/or cancel the event if surf conditions reach an unsafe level.
Water Safety	High	no	no	no	yes	no	It is the responsibility of the school to ensure participants entered in the competition are competent swimmers & experienced surfers. The organising body are only responsible for the competitors in the water who are competing. It is	Event Director / Event Manager / Judging Panel / School Representatives	Judging panel to intervene & enter water to assist competitor if necessary. Suspend competition and call emergency services if appropriate.

							<p>the responsibility of the judging panel to watch those who are competing.</p> <p>Free surfing is not encouraged; the safety of participants who are free surfing and not competing are the responsibility of their school team manager / representative.</p> <p>The above will be communicated in the event briefing to all competitors and team managers.</p>		
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. Competitors are responsible for their own boards and ensuring leg ropes are sound.	Activity Officials / School Team Managers / 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.
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. Participants will be reminded to be cautious of wet surfaces. 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 and sunscreen. Sunscreen will be available.	Event Manager / Participants	Refer to onsite first aid. Follow TSSSA serious event procedure & call emergency services if necessary.

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: Tara Potter	Date: Date 8/1/19
Indicate those others involved in the preparation of this risk assessment.	
	

TSSSA Incident / Emergency Response Process

