

Event Management Plan



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| Event Name | TSSSA Squash |
| Event Location | Kawaroa Park Squash Club 6 Tisch Ave, New Plymouth |
| Event Date | Sunday 27th June |
| Organisation | TSSSA + Kawaroa Park Squash Club |
| Document last updated | May 2021 |

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

TSSSA Squash is held at Kawaroa Park. Students enter as singles players and can compete in graded, or ungraded sections, depending on their ability. A knockout style draw is used to determine the top players in each section.

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 |
|--------------|---------------------------|--|--|
| Ryan Gilmour | Event Manager | Overall responsibility | ryan@tsssa.org.nz 021 186 2710 |
| Kaye Carter | Event Director | Venue coordinator | office@kpsquash.co.nz 027 308 2005 |
| Ryan Gilmour | Health and Safety Officer | Risk assessments, legal compliance, fire points, site inspections, | ryan@tsssa.org.nz 021 186 2710 |
| Kaye Carter | Volunteer Coordinator | Volunteer recruitment, training and management | office@kpsquash.co.nz 027 308 2005 |

Child Protection Policy

| Name | Role | Contact Details | Child Protection Policy |
|--------------------------|------|---|-------------------------|
| Kawaroa Park Squash Club | | office@kpsquash.co.nz 06 758 7863 | |

Key event contacts – other

| Suppliers of services(venues, marquees, catering etc) | | | | |
|---|--------------------------|--------------------------------|---|-------|
| Organisation | Contact | Service | Contact details | Notes |
| Kawaroa Park Squash Club | Kaye Carter/Vanessa Weir | Supplier of venue / facilities | office@kpsquash.co.nz 06 758 7863 | |

Authorities (SAR, fire, police, first aid etc)

| Organisation | Contact | Service | Contact details | Notes |
|--------------|---------|---------|-----------------|-------|
| St John | 111 | On call | 111 | |

Staffing

Designated School Managers

Organisational structure

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

Timetable

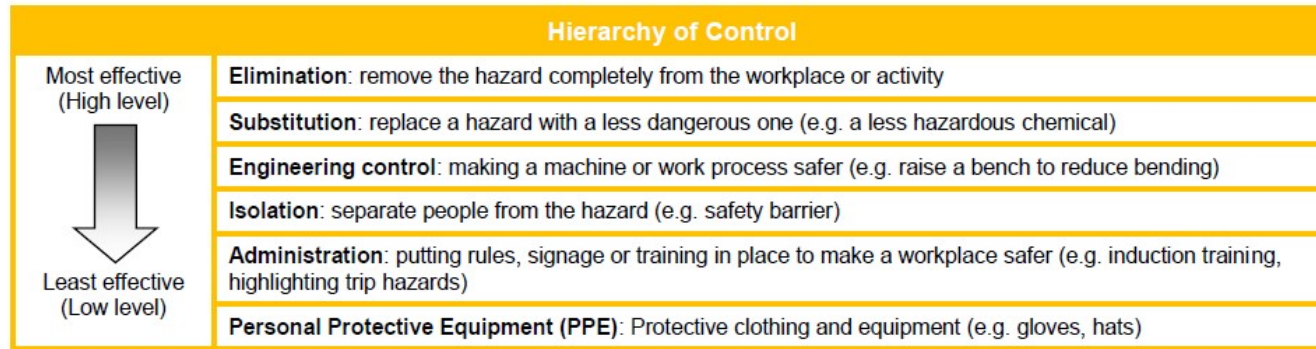
| Time | Pre Event | Event programme | Prize giving | Pack up |
|-------|---|--------------------|--------------|---------------|
| 08:45 | Event set up – site inspection | | | |
| 09:00 | Registration opens & warm up courts available | | | |
| 09:20 | | Event briefing | | |
| 09:30 | | Competition Begins | | |
| 14:00 | | Competition Ends | | |
| 14:15 | | | Prize giving | Event closure |

Health and safety

Protective eyewear is compulsory to wear during the TSSSA squash tournament and will be provided to the students if players do not have their own pair.

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 | Managers briefing will outline emergency procedures - refer to host organisation's evacuation procedures and ensure clear messages are received by participants and staff | 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 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 | Event Manager | Cell phones will be on hand and charged. |

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|--|--------|-----|-----|----|-----|----|--|---|---|
| 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 and visible on the day | Event Manager | Participants will 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/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 | 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 or out of bounds areas are clearly marked. It is compulsory for participants to wear protective eyewear to avoid eye injury. | 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 glass and other hazards when activities are being set up. Personnel setting up are to remove anything if found or place cone/sign if needed. | Event Manager / Host Organisation | Refer to onsite first aid |
| 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. |

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: **Rebecca Scott**

Date: **Date 4/5/21**

Indicate those others involved in the preparation of this risk assessment.

A handwritten signature in black ink, appearing to read "Rebecca Scott", is centered on a light gray rectangular background.

TSSSA Alert Level 1 Plan



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.
- 11.

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.
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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 other 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 out more about the [NZ COVID Tracer app](#).