



TSSSA
TARANAKI SECONDARY SCHOOLS'
SPORTS ASSOCIATION

Event Management Plan

Event Name	TSSSA Tennis
Event Location	Hawera Lawn Tennis & Squash Rackets Club Albion Street, Hawera
Event Date	Thursday 21st February 2019
Organisation	TSSSA + Taranaki Tennis Association
Document last updated	February 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 Tennis tournament is a preparation tournament for those schools and teams wishing to compete at NZSS Tennis. This is an S Band Tournament where teams will play similarly ranked opponents.

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
Janet Fleming	Event Director / Taranaki Tennis Liaison	Sport Specific rules	027 226 0947 ttatennis2016@gmail.com
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
Caroline Kuklinski	Hawera Lawn Tennis & Squash Rackets Club Secretary	Provider of Venue	027 689 0022	
Authorities (SAR, fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes

St John	111	On call	111	
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Staffing

Designated School Managers

Organisational structure

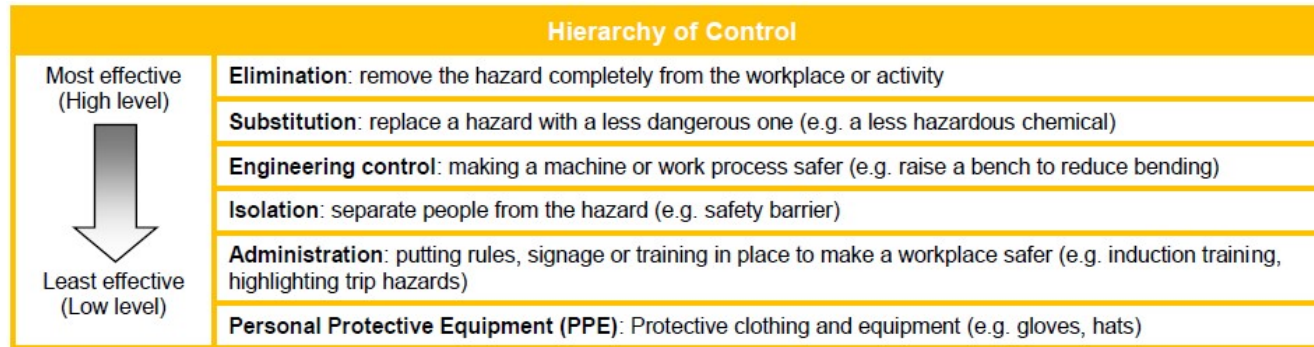
Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Event Director	
	School Representatives		

Timetable

Time	Pre Event	Event programme	Pack up	other
08:00	Pre event set up			
08:30	School team arrival			
08.45	Event Briefing			
09:00		First round of games		
15:00		Last round of games		
15:15			Pack up & 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	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.

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 & viewable 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.	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. Players are to be weary of team mates rackets when playing doubles.	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. All participants are to wear closed toe, flat soled court shoes.	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.

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 Fevre**

Date: **Date 14/2/19**

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

A handwritten signature in black ink, appearing to be 'Tara Fevre', is written in the center of the submission box.

TSSSA Incident / Emergency Response Process

