



## SECTION 1: Event Information

<b>Event Name: SISS Athletics</b>	<b>This Plan Dated: 10<sup>th</sup> Jan 2024</b>
<b>Event Location</b>	<b>Aorangi Park, Timaru</b>
<b>Event Date</b>	<b>Fri 05<sup>th</sup> April – Sun 07<sup>th</sup> April 2024</b>
<b>Organisation delivering event</b>	<b>Aoraki Secondary Schools Sports Association</b>
<b>Number of Participants</b>	<b>800 approx.</b>
<b>Number of Schools Participating</b>	<b>90 approx – all South Island Secondary School eligible to attend.</b>

**Event overview.** Provide a summary of what your event will involve.

SISS Athletics will be held at the Aorangi Park All Weather Athletics Track, Timaru Friday afternoon 05<sup>th</sup> April through to Sunday 07<sup>th</sup> April 2024.

Athletes must qualify at their regional athletics meets in order to compete at SISS Athletics

Athletic competition for students aged 13- 19 in a full range of events, both Track and Field.

All competitions are conducted under IAAF Competition Rules

Some athletic events are considered to have a high risk, for example, implements can be thrown more than 60m, can jump vertically to a height of over two metres then fall landing on regulation soft landing areas. Athletic events are generally carried out by athletes with some level of skill, though the degree of skill can vary considerably. All events will take place in areas constructed for this purpose. All equipment must meet the requirements given in the IAAF Competition Rules as modified for age and sex.

## SECTION 2: Event Personnel.

**Event Personnel:** List key event personnel, roles and contacts – some suggestions have been made here but you may alter to suit your event as appropriate.

**Vulnerable Children’s Act:** Event organisers must ensure that events comply with the requirements of the VCA. Indicate below any of the core roles where Police Vetting of personnel has been completed under VCA requirements or state NA if VCA does not require this.

Name	Role	Responsibility	Qualifications or Experience	Contact Details	VCA status / NA or Police Vetted
Aoraki School Sport	Event Organiser/Manager	Pre-event contact, Athlete/spectator enquiries, Overall responsibility	NA	Aoraki RSD, Amanda Everett 027 280 4000	NA
Lilian Tudor	Meeting Manager	Overall responsibility of athletics rules related enquires/decisions	Athletes Canterbury appointed & qualified	Not Required	NA
Reg Brockett	Officials / Volunteer Coordinator	Recruitment, training & management	Mid-South Canterbury appointed	Not Required	NA
Aoraki School Sport	Health and Safety Officer	Risk assessments, legal compliance, site inspections, first aid	NA	Amanda Everett 027 280 4000	NA
Timaru District Council	Welfare	Toilets and wash facilities in Pavilion	NA		NA
Timaru Supaloo	Maintenance	On site Portaloo’s	NA	Hugh & Janine Charteris 03 684 6237	
<b>TBC</b>	First Aid	Onsite first Aid	Sports Medic / Physio Qualifications	<b>TBC</b>	NA
Aoraki School Sport	Waste Management	Waste clearance and recycling	NA	Amanda Everett	NA
<b>TBC</b>	Disputes & Discipline	Convening & Chairing disputes panel	NA	Not Required	NA
Aoraki School Sport	Car Park Management	Communication of parking options	NA	Amanda Everett	NA

### SECTION 3: Risk Assessments and Management

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.


Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
1. Insignificant	No treatment required	1. Rare	Will only occur in exceptional circumstances
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Critical	Loss of life, permanent disability, or multiple serious injuries	5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Control the Risk: Use the template on the following page.

- List the hazards/risks you have identified.
  - Rate their risk level (refer to information above to assist with this).
  - Detail the appropriate control measures you will implement to control the risk.
- Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

Hierarchy of Controls -	
Most effective (High level)    Least effective (Low level)	<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 an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. helmets, mouth guards, PFD's)

### 3A: Event Risk Assessment & Management Plan

Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Sunstroke or heat exhaustion	Med	No	No	Yes	Yes	Yes	Proper clothing / hat Sunscreen / sun block Shade provided at multiple sites and taps for filling water bottles	Event Manager / TIC / Athletes	Refer to onsite first aid
Minor Injuries (minor cuts, bumps, bruises)	Med	No	No	No	Yes	No	Grounds will be inspected for sharp objects etc. by volunteers and officials throughout the event. Designated Warm Up and Cool Down Areas Equipment used up to standard. Throw areas well marked and monitored so people don't cross. No crossing of the track while races in process	Event Manager	Refer to onsite first aid
Major Injuries (require specialist medical treatment)	Med	No	No	No	Yes	Yes	Ground inspected for sharp objects etc. Designated Warm Up and Cool Down Equipment used up to standard. Throw areas well marked and monitored so people don't cross. No crossing of the track while races in process	Event Manager	Refer to onsite first aid. Communicate with TIC Call 111 if required. Notify Event Manager
Medical Conditions	Low	No	No	No	Yes	Yes	TIC to have knowledge of their own athlete's medical conditions. Medication etc. to be carried with athlete/TIC	TIC	TIC to administer medication where required or refer to onsite first aid. Call 111 if needed. Notify Event Manager
Dehydration	Low	No	No	No	Yes	No	Fresh drinking water on site	TIC / Athletes themselves	Obtain drinking water

Extreme weather	Low	No	No	Yes	Yes	Yes	Each event will be assessed based on weather conditions, calls to cancel an event will be made if deemed unsafe	Event Manager	Calls to cancel certain events if affected by weather will be made prior to that event taking place. This will be communicated via the sound system, communication with TIC/team managers
Traffic accident	Low	No	No	No	Yes	No	Event Carpark available for vehicles in Aorangi Park Restricted/limited Parking areas – communicated in pre-event info.	Event Manager	Call 111 Notify Event Manager & TM personnel
Natural Disaster	Low	No	No	No	Yes	No	Unpreventable Evacuation plans will take place. TIC in charge of roll call for their school	Event Manager / TIC	Evacuation Plan will be directed by Event Manager and LOC.
Injury from other Athletes	Med	No	No	No	Yes	Yes	Clear instructions to athletes given via PA system. Athletes and officials are only allowed within the track fencing. Throws areas clearly marked. Programme scheduled so that dangerous throws are not on during a busy track schedule (Hammer throw, Javelin etc.) Throw cages used to catch misthrows. Cones in place to block of track when Hammer Throw is scheduled	Event Manager / Officials	Strategy in place for recalcitrant offenders Injuries sent to onsite first aid
Warm up Area	Low	No	No	Yes	Yes	No	Designated Warm Up Areas for Throw events – separate to track warm up area. Throw cage available in throws warm up area	Team Managers	On site first aid
Audience Behavior	Low	No	No	No	Yes	No	It will be the Event Organiser's responsibility to remove or deal with any public disorder	Event Manager	Talk with the offender, if no resolution can be reached and behavior becomes threatening, call Police to remove offender.

**3B: Sport Specific Risk Assessment & Management Plan** – you may have already included the risks specific to your sport in the Event Risk Assessment above. If you have not done so, please provide a risk assessment specific to the hazards in your sport here **OR** if your NSO has supplied you with a Sport Specific Risk Assessment & Management Plan, please attach it to this document.

Sport Specific Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
What could go wrong?	Low Med High Extreme	Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?
Hammer / Discus Throw	Med	No	No	Yes	Yes	No	<p>Events take place in a 3-sided cage.</p> <p>No other events on in close proximity, including hammer on Friday evening.</p> <p>Danger signs erected.</p> <p>First Aid on Site</p> <p>Reminders on PA system</p> <p>Practice Throw area to be sign posted with warning signs.</p> <p>Cage net used for warm up.</p> <p>Designated warm up area for throws.</p> <p>2 practice throws given to each athlete immediately prior to the competition throws (if time allows)</p> <p>All equipment complies with IAAF specifications and is checked by officials prior to the event.</p> <p>Shoes must be worn</p>	Officials	<p>Officials to control area</p> <p>RT Radios can be used to call first aid.</p> <p>Onsite first aid to assist.</p> <p>Call 111 if needed.</p> <p>Notify Event Manager</p>
Javelin / Shotput Throw	Med	No	No	Yes	Yes	No	<p>No other events on in close proximity</p> <p>First Aid on Site</p> <p>Reminders on PA system</p> <p>Practice Throw area to be sign posted with warning signs.</p> <p>Designated warm up area for throws.</p> <p>2 practice throws given to each athlete immediately prior to the competition throws (if time allows)</p> <p>All equipment complies with IAAF specifications and is checked by officials prior to the event.</p> <p>Shoes must be worn</p>	Officials	<p>Officials to control area</p> <p>RT Radios can be used to call first aid.</p> <p>Onsite first aid to assist.</p> <p>Call 111 if needed.</p> <p>Notify Event Manager</p>

High Jump	Low	No	No	Yes	Yes	Yes	Landing Pads Height intervals controlled. First Aid onsite All equipment to comply with IAAF specifications and checked by officials prior to meet	Officials	Officials to control area RT Radios can be used to call first aid. Onsite first aid to assist. Call 111 if needed. Notify event manager
Hurdles	Low	No	No	Yes	Yes	No	Hurdles placed at correct distances. Hurdles weighted corrected. Track opened for practice runs with Hurdles prior to each heat. All equipment to comply with IAAF specifications and checked by officials prior to meet	Officials / Volunteers	Officials to oversee area. On site First Aid
All other running & jumping events	Low	No	No	Yes	Yes	No	Rules in place for conduct of competitors. Penalties for misconduct creating a hazard. Athletes called and marshalled for races/jumps. Chance for warm up jumps immediately prior to start of competition jumps etc.	Officials	Officials to oversee area. On site First Aid
Steeple Chase – Water Jump	Low	No	No	Yes	Yes	No	Water Jump will be filled just before race starts and will be emptied after If extreme hot weather, be left full for a 'splash zone' for athletes to cool off post races. Barrier up when not in use	Officials	Officials to oversee area. On site First Aid
Use of starting Gun	Low	No	No	No	Yes	Yes	Earmuffs and safety glasses are to be always worn by operator. Starter isolated away from athletes	Officials	Officials to oversee area. On site First Aid
Equipment malfunction or breakage	Low	Yes	No	No	Yes	No	Equipment to be checked to comply with IAAF specifications by official to allow the event to continue	Athlete/ TIC	Official to check equipment. Notify event manager of issue and outcome

**3B: Venue Safety Plan** – including Emergency Evacuation Procedures. Please attach a copy of the Venue Safety plan to this document. The Venue Management will be able to supply you with this.

**SECTION 4: Core Provisions and Communications.**

<b>Core Provisions:</b> Please give details of the following core provisions as they apply to your event or state NA if they do not apply				
<b>Item.</b>	<b>Provider</b>	<b>Person Responsible</b>	<b>Contact</b>	<b>Management Notes</b>
First Aid	Private Provider	TBC	TBC	
Drinking water	Timaru District Council		TDC	Maintained and managed by DCC contractors
Food	O'H Yes & The SHOT mobile coffee Mr Whippy & BBQ	Amanda Everett	Aoraki School Sport	Provider responsible for own set up etc.
Shade	Individual Schools. Event Shade provided	Schools. Athletics Club, Aoraki Sport	Amanda Everett	Schools can erect their own marquees on site all-round the venue.
Toilets	Timaru District Council			Maintained and managed by TDC contractors
Portaloo's	Supaloo	Amanda Everett	Aoraki School Sport	Maintained and managed by company
Waste Management	Enviro NZ	Amanda Everett	Aoraki School Sport	Maintained and managed by TDC contractors
Spectator Controls	Aoraki School Sport	Event Manager/ Officials / Schools	Aoraki School Sport	Venue fenced. Officials and competitors only beyond fencing.
Parking	Aoraki School Sport		Aoraki School Sport	Ample Carparking. Signage there for disabled parking with allocated areas provided. Official only car park available as communicated in pre information
Media	Event Manager	Aoraki School Sport	Various	Port FM, Timaru Herald, Timaru Courier, and RSD for their own local media.



**Event Communications Plan.** Please give details of the following as they apply to your event.

Communication Item	Person Responsible	Audience	When?	Notes – e.g. Content
<b>Pre-Event Info</b> – to schools, participants	Amanda Everett	Schools / RSDs	From February onwards	General event info, Health & Safety Plan, location & parking, qualification, and entry process etc.
<b>Event Briefing</b> – Safety Briefing, Event info for students, coaches, managers	Event Manager / Head Officials	Volunteers / officials / athletes	On the day/s	
<b>Event Day Communications</b> – Cancellations, changes, weather	Event Manager	Schools / athletes / officials / volunteers	On the day	Communicated via NZSSAA website / Facebook page, PA system at the venue
<b>Emergency Communications</b> - evacuation, lost person, emergency services, notification to schools/parents/media	Event Manager / TIC / Team Managers	Schools / athletes / officials / volunteers	On the day	PA system
Media information	Event Manager	Local Media SISS RSD's	Pre / post event	Advertising the event Posting of results
Post event reporting	Event Manager	NZSSSC	Within a month following event	