



Risk and Safety Management Action Plan – Event

Introduction

Across all days of a week, College Sport Wellington delivers a variety of sporting codes to its member schools. These may be ongoing weekly code competitions, or a one day tournament or event. Generally they involve students from the member schools of College Sport Wellington, accompanied by their coaches, managers, volunteer helpers and regularly their school's Head of Sport. These competitions, tournaments and events are generally held at any combination of an individual school, local authority or community club venue(s).

College Sport Wellington requires its event partners and venue providers for these activities to take all reasonable steps to ensure the facility, equipment and overall environment they provide for any College Sport competition, tournament or event is 'Fit for Purpose' and conforms to any safety requirements that any individual code requires; as prescribed in the College Sport By Laws, College Sport Minimum Standards for Sport document, individual College Sport code regulations or in any absence, the official laws of that code adopted by the National Sports Organisation. College Sport Wellington will require the most recent Safety Action Plan or equivalent document from any other provider it partners.

In presenting this Risk and Safety Management Action Plan, College Sport acknowledged that there may be incidents and interventions that may not be planned for. In such circumstance, College Sport expects that a commonsense approach and response will be adopted by those best positioned at the time to lead and in doing so to ensure the welfare of participants is, in whatever circumstance, protected as best possible.

Disclaimer

For the avoidance of doubt, please note that it is a requirement of each school and the delegated school adult personnel for each team or group of individuals, to assume responsibility for their players both at the playing venue and in transit to/from that venue. Any damages incurred at the event venue shall be the responsibility of any individual/school found responsible and at the discretion of the Event Manager or any code judicial process; sanctions may be imposed on the team/school or individual for any wrongdoing associated with the event/tournament.

Event Name	Road Relays		
Event Date(s)	Wednesday 29 July	Time	1.30pm
CSW Sport Manager	Nadine Stembridge	Cell	0272316434
Event Manager	Tony Rogers	Cell	0274 883 279
Event Entry Process	By individual schools Heads of Sport through College Sport online portal		
Assessed Risk Level	Low	Plan Updated:	Yes

Venue Detail			
Event Venue	Trentham Memorial Park		
Venue Address	Heretaunga Upper Hutt		
Venue Manager	Melissa Pepler	Cell	04 8854797
Venue Safety Action Plan Cited	Yes		
Event Participants (estimated)	Number of Schools: 25 Number of Students: 200 Spectators: 100		
Other PCBU's Involved	Athletics Wellington		
Other PCBU Liaison Person(s)	Tony Rogers	Cell	0274 883 279

Medical	
Medical &/or First Aid Provision	Schools to provide their own First Aid needs.

Roles and Responsibilities	
College Sport Role	Promotion, entries, and Oversight of the Competition
Event Manager Role	Oversight of Competition Delivery
Venue Manager Role	Responsibility for ensuring venue meets required standards
Officials Role	Managing all on course activity at the event in accordance with code rules and any specific event guidelines.
Volunteers' Roles	As allocated by the Event Manager

Communication	
Pre Event	CSW Manager will send out competition promotion, detail, requirements, and communicate to schools involved.
Alteration/Cancellation	CSW Manager will: - send out to the heads of sport, who will communicate with pupils and parents - post cancellation on Facebook, website, and CSW app.
Event Communication	Emailed to all School Sport Staff
○ By whom	Competition manager prior to start of competition
○ Content	Playing conditions, facility rules, guidelines, hazards, changing, ablution facilities, first aid, and hydration
○ Evacuation Procedure	Fire, Earthquake and Emergency evacuation and assembly procedures
Post Event	Results to be shared by email to schools as well as Facebook & Website.

Management of Significant Risks

1. Loss of life

Procedures to manage	Requirements
- CSW Manager, Venue Manager, and Competition Manager notified immediately. 111 - Police and Ambulance notified. - Emergency Team Management meeting. - Cell phone lock down. - Principal of student's school to be contacted (CSW Manager) - Team management to manage their students. - Any media liaison only be through the Event Manager. - Emotional support service will be made available. - Event management meeting called to discuss options moving forward and circumstance surrounding the event. - Incident Report to be provided by officials involved/Event Manager.	- Event Manager to have cell phone number of CSW Sport Manager. - Team Manager's to have cell phone numbers of Principal, team members, parents and caregivers . - Team management to isolate all cell phones. - Liaison with Trauma Support Services.

2. Serious Injury

Procedures to manage	Requirements
- CSW Manager, Venue Manager, and Event Manager notified immediately. 111 Ambulance or on site medical services available. - School team management responsible for managing their students. - Serious injury report completed.	- Event manager to have cell phone numbers of each team manager. - Team Manager to have cell phone numbers of Principal, team members, parents and caregivers. - On site medical support.

3. Extreme Weather

Procedures to manage	Requirements
- Met service forecasts to be previewed daily. - Facilities use to be best managed. - Team Management informed when any significant weather may impact and teams informed of cancellations. - In the event of extreme weather the event may, in consultation with team's management, be shortened or cancelled at any time, by the event organisers and then communicated directly to the team management.	- Met service reports. - Event manager to have cell phone numbers of each team manager. - Team Manager to have cell phone numbers of Principal, team members, parents and caregivers. - Communication to participants.

4. Earthquake/Tsunami

Procedures to manage	Requirements
- CSW Manager, Venue Manager, and Competition Manager to assess scale of emergency. - Event Manager to liaise with teams' management and advise plan. - At the earliest convenience thereafter use the 'College Sport Emergency Action Plan Calling Tree'. - Emergency notice to be posted on the CSW Facebook Page, Website and App (CSW Manager). - Schools/Coaches should as a matter of best practice carry their own calling trees to able appropriate information to be disseminated accordingly. - Any CSW determination – cancellation, postponement, suspension or proceed as scheduled – will then be the basis for any outcomes/results of any competitions effected. - Any such CSW directive does not preclude any school or provider for whatever safety reason it deems appropriate at the time taking its own action to suspend or cancel its engagement in an activity. In this circumstance.	- Mobile Phone - Phone Tree of all associated parties - CSW manager to have contact details of school Heads of Sport - Event Manager to have cell phone numbers of each Team Manager - Team Manager to have cell phone numbers of Principal, team members, parents and caregivers

Management of Casual Risks

FACTOR	REDUCTION STRATEGIES
People Spectators - Where appropriate and in accordance with CSW Minimum School Requirements - Sport, playing arenas may need to be appropriately roped off to provide a 'distance' between players and spectators. - Space around court/field may be designated 'spectator free'. - All spectators must respect and abide by the no smoking, no drugs, and no drinking policy of all venues, both school and public. - During any match, spectators are not permitted on the playing arena. - Event Manager may intervene where/when appropriate or call police. Players - While at a venue representing their school, all players are responsible to both their appointed manager and their school. - Where required, management, players and substitutes must remain within the designated technical areas for that code. Supervision - All teams / individuals representing their school must be under the supervision / management of a person nominated by and responsible to their school Officials - Any NSO/RSO accredited official in a code shall have priority appointment over any non-accredited official - Match officials are the sole judge of on field fact - Where volunteer officials are required to officiate, then the home team nominee shall officiate the first half - There is a Zero tolerance to any abuse directed at any official and sanctions will apply	
Facilities Field/Court/Venue - All playing fields/courts must as a minimum be presented in accordance with CSW's 'Minimum School Requirements – Sport'. In the case of any doubt, the condition and suitability of the playing surfaces and/or environs being appropriate for play will be authorised in consultation between any accredited match official, the Venue Manager and the Event Manager. They may make a decision to postpone, cancel or relocate play. Event Equipment - All match equipment should conform to the requirements of the code as prescribed in the CSW 'Minimum School Requirements – Sport' - While team management should take the lead, match officials should ensure they have done any safety checks required of them e.g. field/court fit for play and players appropriately attired as per College Sport by laws. Changing Facilities - Facilities at all venues will vary but should provide appropriate space to each team for changing, shelter, and ablutions	
Environment Weather For outdoor activity, in the event of any extraordinary weather changes then the Event Manager in consultation with the Venue Manager will, based on the welfare of participants, confer to consider any suspension or postponement of play	
Transport - Individual schools are responsible for managing all their transport requirements too/from venues and any associated issues that may arise from such in terms of their own school's policies and procedures. - All vehicles should be parked in the designated parking areas only, clear of emergency access ways, any other defined no parking areas and respecting any other inappropriate parking	

Well Being Injury Medical Conditions	- Individual schools are responsible for ensuring they are equipped to deal with any general injuries that may occur - this should include at the event carrying a basic first aid kit and ice - If any injury is beyond the capability of the school appointee to deal with and is not a major trauma injury then the school are responsible for ensuring appropriate medical advice & support is provided - In the case of a major trauma injury the Event Manager should be advised immediately and they will then follow their serious injury guidelines
	- Each school is responsible for ensuring they are aware of any preconditions any of their students may have and that all appropriate medications are carried by the student/manager - In the absence of these medications, it should be treated as a serious medical issue and then Dial 111 Ambulance
Loss of Property Damage to Property Potential Hazards Interruption	- Any misplaced, lost or found property should be handed in to the event control centre along with the name & school of the person who handed it in. - Any damage to any facility or equipment being used as part of a competition, event or tournament, be it accidental or purposeful, should be reported by any witness or other person to their Team Manager and/or the Event Manager - Any natural hazards that become apparent during the course of the match, event or tournament should be referred with immediacy to the Event Manager - In the event of any 3rd party disruption, then the Event Manager should be informed and deal with it personally or if considered more appropriate then call for Police or any other appropriate assistance

Authorisation			
CSW Sport Manager	Nadine Stembridge		
Event Manager	Tony Rogers		
Pre Event Submission Date	December 2025		
Provided online with entry Information	Yes		
Approved	Bryan Dickinson	Date	December 2025

COLLEGE SPORT EMERGENCY ACTION PLAN

In the event of any intervention before or during any College Sport Wellington sporting event; be it indoors or outdoors, respecting and notwithstanding any actions individuals or schools may take; College Sport will:

1. Make its assessment of any situation, then at its earliest convenience, using its calling tree, communicate this by **group text** to:
 - (i) all Member School Sports Coordinators,
 - (ii) all Member School Principals,
 - (iii) any external providers (regional sports bodies, venue management or other affiliates),
 - (iv) any other persons considered necessary to advise;outlining any plan it deems appropriate to implement - be it a zone cancellation, postponement or suspension; a regional cancellation, postponement or suspension; or a recommendation to proceed as scheduled.
2. Such information will then also be placed on the College Sport Facebook, website, and App:
www.facebook.com/collegesportwellington ; www.collegesport.org.nz ;
3. Schools and in particular their sports coaches should as a matter of best practice, carry their own calling trees to be able to at any time liaise with students under their care who may still be in transit – viz. team lists with students' cell numbers and preferably too, those of parents.
4. Any College Sport directive does not preclude any individual school or provider for whatever safety reason it deems prudent, taking its own action to suspend or cancel any activity.
5. Any College Sport Wellington determination – cancellation, postponement, suspension or proceed as scheduled - will then be the basis for any outcomes/results of any competitions so effected.
6. If normal communications (cellular) are not available, then those in charge should make decisions in the best interests of the welfare and safety of those they are responsible for.

In the event of any Earthquake, please apply the accepted practice – Drop, Cover and Hold, then unless directed otherwise by any on-site wardens, ensure those under your care remain in the immediate environment (in a gymnasium, sports centre or on a playing field) and away from any likely falling debris, until you are positioned to account for them all and apply a course of action.

COLLEGE SPORT WELLINGTON EMERGENCY COMMUNICATION PLAN

