

Event Management Plan



Event Name	TSSSA Rotational & Disc Golf. SNAG Golf
Event Location	Inglewood Golf Course – 244 Lepper Road
Event Date	Monday 2nd August 2021
Organisation	TSSSA + Taranaki Golf
Document last updated	July 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 Rotational & Disc Golf is an event for secondary school students who have minimal experience in either Golf or Disc Golf. Played in Ambrose style over 9 holes, rotational golf is played in teams of up to 4 and is a participation focused event. Disc Golf can be played in teams or as an individual with the idea of making the sport as accessible as we can for those students wanting to take part. Disc Golf is played in the same rotational format. SNAG Golf is new introduction to this year's event which allows for all abilities to enjoy golf.

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
Chris Wilson/Zac Sole	Site / course manager	Site / course	clubhouse@inglewoodgolf.co.nz discgolf@inglewoodgolf.co.nz
Rebecca Scott	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections,	rebecca@tsssa.org.nz 021 367 232
Chris Wilson & Zac Sole	Volunteer Coordinator	Volunteer recruitment, training & management	clubhouse@inglewoodgolf.co.nz discgolf@inglewoodgolf.co.nz
Tracy Coker	Snag Golf	Snag Golf Coordinator	Tracy.coker@sporttaranaki.org.nz

Child Protection Policy

Name	Role	Contact Details	Child Protection Policy
ParaFed	Tracy Coker	Tracy.coker@sporttaranaki.org.nz	Yes
Inglewood Golf Club	Chris Wilson	clubhouse@inglewoodgolf.co.nz (06)7567472	Yes

Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Inglewood Golf Couse	Chris Wilson	Provider of venue / course / club rooms	clubhouse@inglewoodgolf.co.nz (06)7567472	
Disc Golf	Zac Sole	Disc Golf	discgolf@inglewoodgolf.co.nz 021 0863 8927	
ParaFed Taranaki	Tracy Coker	Snag Golf	Tracy.coker@sporttaranaki.org.nz	
Authorities (SAR, fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
St John	111	On call	111	

Staffing

Designated School Managers

Volunteers provided by Inglewood Disc & Golf Club

Organisational structure

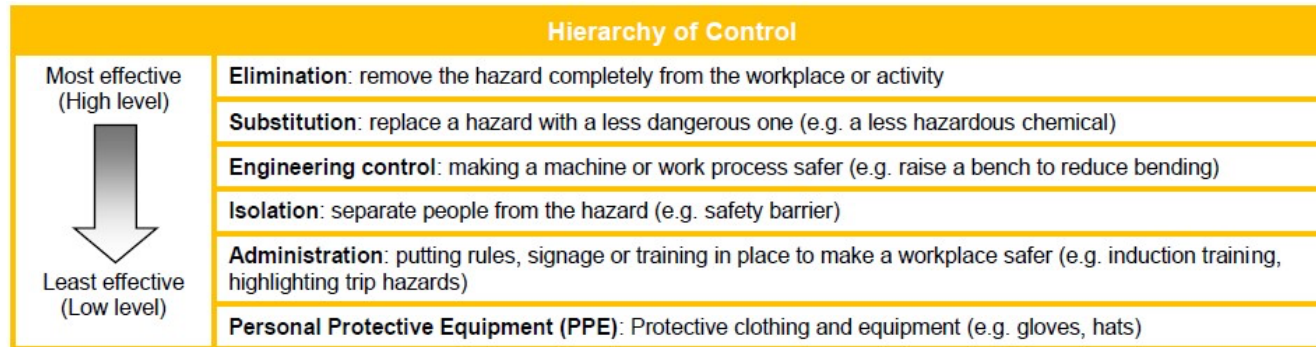
Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Site / course manager	
	School Representatives		

Timetable

Time	Pre Event	Event programme	Prize giving	Pack up
13:00	Arrival and site inspection / event set up			
13:20	School team arrival and check in			
13:45		Safety briefing		
14:00		Mass tee off		
16:45		All teams expected to be finished		
17:00			Prize giving	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	no	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 / Host Organisation	Use of site emergency exit points/ procedures. Continuous sounding of hooter will signal course evacuation. 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 on hand and will 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. All teams will be given the event managers cell phone number to contact in the event of an emergency on the course.	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.	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. All teams will be given the event managers cell phone number to contact in the event of an emergency on the course.	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. Event director to monitor players & ensure safe play. Competitors may be disqualified for dangerous play.	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. Competitors will be notified in the event briefing that members of the public may be on the course so to be aware of this.	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. Only competitors & event officials may be on the course whilst events are occurring.	Participants / Audience/ Event Manager	Refer to onsite first aid
Other golfers on the course	High	No	No	No	Yes	no	Participants to ensure hitting area is clear of other participants before teeing off. Competitors are to stand behind the competitor at the tee. Participants are to walk with the flow of play, not against it. Participants are to shout 'FOUR' if they lose sight of the ball and/or think it may come into contact with another player. Areas will be designated on the golf course for rotational, disc & SNAG.	Participants / Event Manager	Follow TSSSA serious event procedure & call emergency services if necessary. Ice and / or first aid to be provided by team manager if required.
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 mangers 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. Participants must wear footwear on the golf course. Competitors are to replace divots.	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 slippery 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.
Golf Cart	Medium	No	No	Yes	Yes	no	TSSSA Staff with valid NZ Drivers licences are the only drivers permitted to drive golf carts. Drivers will be briefed on the safety information for the cart before the event commences. When the cart is unattended the key will be removed and carried by TSSSA personnel.	Event Manager / Health & Safety Officer	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: **Rebecca Scott**

Date: **Date 28/7/21**

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

A handwritten signature in black ink that reads "Rebecca Scott". The signature is written in a cursive style with a large, sweeping flourish at the end.

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.
-

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](#).