

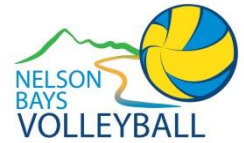
Risk Management Plan



EVENTS: Tasman & Nelson Bays Volleyball & Beach Volleyball Tournaments

VENUE: Saxton Stadium, Marlborough Lines Stadium **Dates:** As advertised annually
Brightwater Beach Club, Tahunanui Beach

| Analysis | Description | | |
|--|--|--|---|
| MAJOR RISKS – Accidents & Injury | 1. Life-threatening e.g. heart attack 2. Major Injury e.g. broken bones, serious wounds 3. Non-Life Threatening e.g. asthma induced through exercise, sunburn 4. Minor Injuries e.g. sprains, grazes, injured muscles, cuts, sunburn 5. Other Injuries/Medical conditions | | |
| DANGERS | People <ul style="list-style-type: none"> Court controller unaware of safety issues Inappropriately attired participants – school uniform, appropriate footwear, hats and sunscreen encouraged | Equipment <ul style="list-style-type: none"> Wires dangling from net Support wires from poles Over inflated balls Objects attached to poles e.g. net winder Beach court surround markings & pegs Team Benches, Referee Stands, | Environment <ul style="list-style-type: none"> loose balls during warm ups and from other games uneven surface lack of surround space poles too close to court Sun, unexpected weather changes |
| RISK MANAGEMENT PROCEDURES | <ul style="list-style-type: none"> Tournament Director to ensure, through training, that volunteers have sufficient knowledge to deal with risks Participants are made aware of the safety procedures/considerations for the activity participants are checked for appropriate attire for activity participants are familiar with rules for activity | <ul style="list-style-type: none"> Facilities & Equipment checked for safety prior to use All appropriate safety equipment is used Dangerous support wires clearly marked Benches placed well away from court Poles protected (indoor) Referee stands secured or stability ensured | <ul style="list-style-type: none"> Event Managers check playing area prior to tournament Event Managers ensures there is sufficient surround space available before each game (e.g. remove gear bags etc.) Sunscreen provided at several central locations eg results tents Schools encouraged to erect shade shelters, use umbrellas Set up courts in proximity to large trees for shade Access to fresh water available and advised |
| MANAGEMENT PROCEDURES | <ul style="list-style-type: none"> A phone on hand at all venues to call for emergency First Aid. First Aid Kit and ice available at all events Vehicle available to assist delivery of managed injury to A&E if ambulance not required. Establish a clear communication process for first aid treatment Schools required to provide additional own first aid kit | | |
| POLICIES & RECOMMENDED GUIDELINES | <ul style="list-style-type: none"> Only the most appropriately skilled personnel be responsible for coordinating events The Event Manager and assistants familiarize themselves with the facilities and the equipment prior to the event commencing Ensure appropriate supporting services are informed of event and procedures undertaken to cover risk | | |
| SKILLS REQUIRED MANAGERS & VOLUNTEERS | <ul style="list-style-type: none"> Positive and enthusiastic attitude toward the event and participants Good communication skills Good planning and organisational skills Committed to working in a team, to contribute to a well-run event Clear understanding of roles and responsibilities Clear understanding of the rules/regulations for the event | | |
| Signed: _____ (Service Provider) Date: _____ | | | |



Risk Management Procedures for an Emergency

COMMUNICATION

1. Word of Mouth
2. Cell phone

PRIORITIES OF EMERGENCY

1. Life-threatening (e.g. heart attack)
2. Major injury (e.g. broken bone)
3. Non-life-threatening (e.g. asthma attack)
4. Minor injury (e.g. sprain, sunburn, cuts)
5. Other incl. injuries / medical conditions / weather

PROCEDURE:

1. Referee freezes game/s and if appropriate calls Official (Coach, Manager, Event Manager,)
2. Lower priority emergencies treated at court if appropriate, and measures taken to ensure court is clean and safe for continuation of game.
3. Event Manager/Technical Director or Referee Delegate advised the priority level of emergency if requiring further medical assistance.
4. Event Manager/Technical Director immediately calls for external medical assistance for high priority (1-2) emergencies, and priority 3-5 if considered appropriate.
5. Team Coach and/or Event Manager complete Accident/Emergency Report immediately after the game is completed and emergency managed, and file with School / Association.