

# Health & Safety Action Plan

## 2025 New Zealand Tertiary Ultimate Championship

### Section 1: Event Details

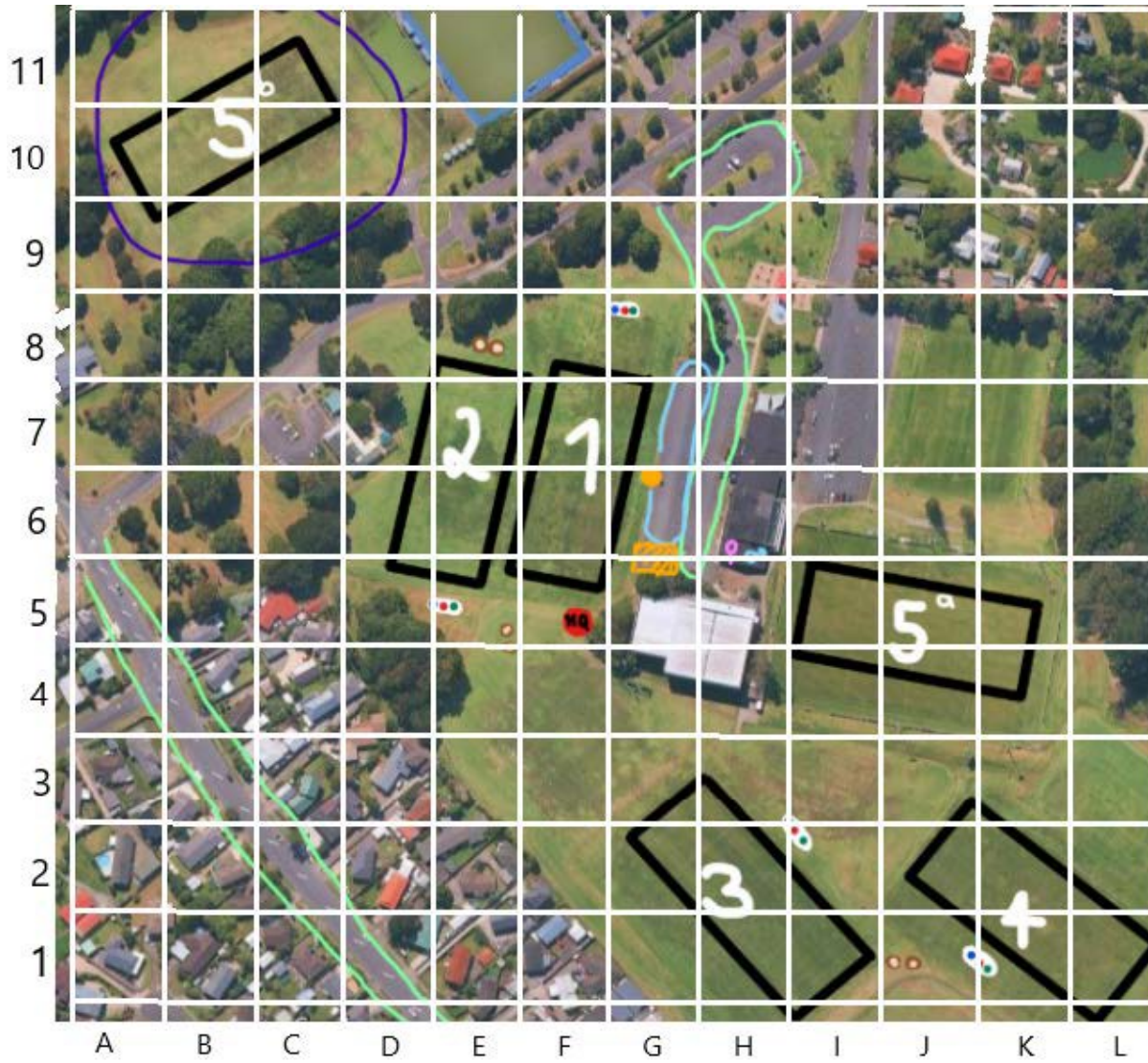
<b>Event Name:</b>	<b>2025 NZ Tertiary Ultimate Championship</b>
<b>Date Plan Created:</b>	<b>22/08/2025</b>
<b>Event Location:</b>	<b>Fields – Lloyd Elsmore Park, Pakuranga, Auckland</b> <b>Indoor Venue – Pakuranga United Rugby Club (PURC) Clubrooms</b>
<b>Event Date:</b>	<b>30<sup>th</sup> &amp; 31<sup>st</sup> August, 2025</b>
<b>Delivery Organisation:</b>	<b>University of Auckland Ultimate Club (AUUC)</b>
<b>Approx. Number of Participants:</b>	<b>230</b>
<b>Number of Teams Participating:</b>	<b>10 teams</b>
<b>Event Overview:</b>	The National Tertiary Ultimate Championship determines the national champion for universities and tertiary institutions. There will be 10 teams and approximately 200 players competing across 2 days with an additional 30 team, event and venue staff and volunteers in attendance.

## Section 2: Key Contact Details

Key Personnel			
Name	Role	Responsibility	Contact Details
Carlos (Mico) Ombao	Tournament Director (TD)	Delivery of on-field competition and event including volunteer management. First aid trained to support Event Physios.	022 404 3553
Rory Hammond Connor Williams Amelia Verral	Tournament Organisers (TO)	Overall event and venue responsibility	021 158 0294 (Rory) 022 687 1693 (Connor) 027 979 3728 (Amelia)
Zach Lim	Event Physio (Saturday)	Lead of management and application of physio and first aid services on Saturday 30 August	022 097 8112
Tim Thelning	Event Physio (Sunday)	Lead of management and application of physio and first aid services on Sunday 31 August	027 360 9203
Tiwai Wilson	UTSNZ Representative	Team liaison, assist with event aspects and represent UTSNZ interests. First aid trained to support Event Physios.	027 623 0824
Martin Allen	Live Stream provider (Shuriken)	Responsible for management and delivery of the live stream	027 558 9890

Other Services		
Name	Service	Contact Details
East Care Urgent Care	Nearby Urgent Care clinic	(09) 277 1516 260 Botany Road, Golflands
Middlemore Hospital	Nearest hospital with ED	100 Hospital Road, Ōtāhuhu
Smile Dental – Sylvia Park	Nearest dental clinic open on weekends	0800 476 453 Level 1, Sylvia Park Shopping Centre

## Section 3: Technical Site Plan



## Section 4a: Assessing Risk

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.		

## Section 4b: Hazard Identification and Risk Management Plan

Category	Hazard	Likelihood, Consequence & Risk	Risk Management	Action Plan	Person Responsible
Sport event management	Evacuation procedures – inability to safely evacuate if required	<b>Likelihood:</b> Unlikely <b>Consequence:</b> Major <b>Risk:</b> Medium	<u>Minimise</u>  Captain's meeting will outline emergency procedures. Exit building or leave playing field and meet at evacuation point in G8 (technical site plan) to enable coordination with Team Managers/Captains.	TD to ensure evacuation procedure is followed if required. Team Managers/Captains to take charge of individual teams' welfare once evacuation is complete	TD, Team Managers and Captains, Tournament support staff
	Injury/Illness	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor <b>Risk:</b> Medium	<u>Manage</u>  Event Physio on site as primary first aider, supported by the TD and UTSNZ Representative, with Emergency service details communicated to all team managers. First aid kit to be stored at the tournament HQ. Ice will be stored at tournament HQ. Closest defib location is at the Pakuranga United Rugby Club foyer, in H6 of the technical site plan.	Team Managers/Captains to contact volunteers (look for high vis jackets) to collect ice if required. Call TD or Event Physio for urgent defib delivery. If there is an emergency call the Ambulance. The Tournament director will need to ensure the ambulance can locate the fields and patient efficiently. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	Event Physio, TD, UTSNZ Representative, Team Managers and Captains, volunteers
	Inability to communicate important messages/instructions during the event.	<b>Likelihood:</b> Unlikely <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Minimise</u>  TD mobile phone number is available to Team Managers/Captains should they need to communicate. TD will have team managers and captain's mobile numbers. Tournament Organisers mobile numbers are also available to all. Whatsapp group set up for TO's and TD to communicate directly with team managers and captains.	If mobile phone communication is unavailable for any reason, volunteers will serve as runners to deliver messages to and from the TD.	Tournament Director, volunteers
	Briefing and relevant information isn't communicated properly.	<b>Likelihood:</b> Unlikely <b>Consequence:</b> Moderate <b>Risk:</b> Medium	<u>Minimise</u>  Safety action plan will be emailed to all managers prior to the event. Captain and team manager meeting is compulsory for all teams at the beginning of the event.	TD will be available at Tournament HQ for information. Safety plan will be printed out and available at HQ.	Tournament Director

People	Collision between participants or people/gear on the sidelines	<b>Likelihood:</b> Likely <b>Consequence:</b> Moderate <b>Risk:</b> High	<u>Isolate</u> <p>Clearly mark where fields are and require that all gear must be clear of the sidelines or placed behind the endzone.</p> <u>Minimise</u> <p>Participants reminded to be aware of others and that Ultimate is non-contact sport – avoiding collisions is every players' responsibility</p> <u>Manage</u> <p>Captains to monitor aggressive play and deal with between teams as required using Spirit of the Game. Tournament Director is available as a last resort and can call the Tournament Organisers together to discuss any specific incidents.</p>	First aid applied if necessary. Team Managers/Captains to contact Event Physio, volunteers or TD to collect ice if required. Activity can be suspended if necessary while aid is applied. Emergency services called if needed. Team Managers/Captains to be responsible for their players in terms of care and advising family of incidents. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	Event Physio, Tournament Director, Team Managers and Captains
	Participants strain muscles from the physical activity	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor <b>Risk:</b> Medium	<u>Minimise</u> <p>Communicate draw in advance so teams know when, where and who they will be playing. So can factor in warm up times, time to strap etc. Allow enough time between games for players to warm up beforehand. Players have sporting experience and know the importance of warming up.</p>	First aid to be applied if necessary. Team Managers/Captains to contact Event Physio, volunteers or TD to collect ice if required. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	Event Physio, Team Managers and Captains
	Asthma, anaphylaxis and other medical conditions suffered throughout the activity.	<b>Likelihood:</b> Unlikely <b>Consequence:</b> Moderate to major <b>Risk:</b> Medium	<u>Minimise</u> <p>Team Managers and Captains to be aware of their players' medical conditions and treatment. Players medical conditions listed in registration information.</p>	If a participant requires medication during the event, it is the participant's responsibility to carry this on them. It is the Team Managers/Captains responsibility to ensure the required medication is carried and to administer it if required. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	Team Managers and Captains
	Participants acting inappropriately	<b>Likelihood:</b> Possible <b>Consequence:</b>	<u>Minimise</u> <p>Participants and team captains reminded in advance of the tournament and during the</p>	If problems occur the TD may remove the participants from the game or event. NZU Code of	Team Managers and Captains, TD, UTSNZ

	resulting in negative experience for others involved.	<b>Minor Risk:</b> Medium	captain's meeting that Spirit of the Game is an important tenet of Ultimate (given it is self-refereed) and all players must abide by it.	Conduct can be used to deal with the issues. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	Representative
	Unruly behaviour from spectators or passers-by	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Manage</u>  Team captains asked during the captain's meeting to report any unsporting behaviour to the tournament director. All event volunteers asked to monitor spectator behaviour and report any issues to TD.	If minor, TD will ask for the behaviour to change. Any unwanted visitors will be asked to leave and they if refuse, campus security or police may be notified. Incidents to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	TD, Tournament Organisers, volunteers, UTSNZ Representative
	Volunteers or tournament staff confronted during the activity.	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Minimise</u>  Captains will be advised during the captain's meeting to remind their team to respect all volunteers and championship staff. Volunteers and TD will be easily identifiable so that they have status at the event. Brief campus security in advance of the event. Make sure all staff (including volunteers) have security phone number.	Offending person will be asked to leave the venue. Police to be called if volunteers or tournament staff feel their safety is threatened. Any confrontation will be reported to the TD for follow up. Incidents also to be reported using <a href="#">NZU's Incident Report form</a> . A QR code will be at Tournament HQ.	TD, Tournament Organisers, UTSNZ Representative
	Suspicious visitor approaches activity	<b>Likelihood:</b> Rare <b>Consequence:</b> Moderate <b>Risk:</b> Low	<u>Manage</u>  Team captains asked during the captain's meeting to report any suspicious activity to the TD.	TD will ask the unwanted visitor to leave and they if refuse, police may be notified.	TD, Tournament Organisers, UTSNZ Representative
	Theft of property during activity	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor <b>Risk:</b> Medium	<u>Minimise</u>  Remind team captains that players are responsible for their own valuables. Store gear together (with their own team).	TD will advertise for missing items to see if they can be found.	Participants, Team Managers and Captains, TD
<b>Equipment</b>	Gear not being of safe standard	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Minimise</u>  Use plastic cones for endzone markers. Require participants to wear suitable footwear (no metal sprigs). Provide discs for game discs that are free from holes or tear which may cause injury to hands. Communicate these requirements in advance of the	Replace gear if it looks to be unsafe. All players to be proactive regarding health and safety.	TD, team managers and captains, all participants.

			tournament to participants and managers.		
	Manual handling and lifting/carrying heavy items	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Minimise</u>  Exercise/warm up, lift with legs and control loads. Get help when needed and take rest breaks. No rapid movement, twisting, bending or repetitive movement. Use wheelbarrows or reduce or split loads to manageable weight and/or size – two person or team lifting.	Discuss hazard and controls before starting work. Provide equipment suitable for the tasks.	TD, Tournament Organisers
	Structures such as gazebos, tables, signage etc erected during activity break/fall or cause injury to participants	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor <b>Risk:</b> Low	<u>Isolate</u>  Anything that needs to be erected will be placed away from the playing area.  <u>Minimise</u>  Two-man teams used to move and erect gazebos. Gazebos and barriers secured using leg weights or pegs and ropes. If gazebos are set up in groups, their legs will be tied together to provided additional support.  <u>Manage</u>  Weather monitored and if wind speed increases above 25 km/hr gazebos will be taken down. Checks of signage, gazebos and barriers to be made by TD frequently.	Participants should be aware of the structures around them and be mindful of themselves and others. First Aid will be provided if necessary.	TD, Tournament Organisers, UTSNZ Representative, all participants
<b>Environment</b>	Participants injured by something on the ground	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor <b>Risk:</b> Medium	<u>Eliminate</u>  Grounds will be checked for glass and other hazards as the event is set up on Friday and at the start of each day.  <u>Isolate</u>  If a field is unable to be cleaned it will not be used for play.  <u>Manage</u>  Any issues found with the fields during the activity will be reported to the Tournament Director to	Personnel setting up will remove anything that is found, or if unable to do so, advise the TD to close the field.	Volunteers, TD, Team Managers and Captains.



			organise clean up or move the game. Provide rubbish bins and make sure they are cleared by volunteers if needed.		
	Changing weather conditions/ extreme weather	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor to Major <b>Risk:</b> Medium to High	<u>Minimise</u>  Teams to prepare for weather conditions. Check weather forecast and if thunderstorms are forecast ensure adequate safe shelter is available.  <u>Manage</u>  Event will be halted if health and safety is compromised due to weather and will be communicated as soon as possible to all team managers.	First aid will be provided in the event of an injury due to slippery ground conditions or hypothermia. Tournament Director, along with team managers, will evaluate conditions and make a call on postponing the event <b>based on section B4 of the <a href="#">WFDF rules of ultimate 2025-2028 appendix</a></b> .	Tournament Director, Team Managers and Captains.
	Extreme heat leading to threat of heat stroke, sunburn and dehydration.	<b>Likelihood:</b> Possible <b>Consequence:</b> Minor to Major <b>Risk:</b> Medium to High	<u>Eliminate</u>  Sunblock and shade provided at the event. Clear indication of water supply at the venue. <u>Manage</u>  Event will be halted if health and safety is compromised due to weather.	First aid will be provided in the event of an injury due to weather conditions Tournament Director and Tournament Organisers will evaluate conditions and make a call on postponing the event.	Tournament Director, Team Managers and Captains, Tournament Organisers
	Natural disaster – earthquake, Tsunami, flooding, tornado	<b>Likelihood:</b> Rare <b>Consequence:</b> Minor to Major <b>Risk:</b> Low	<u>Manage</u>  Evacuation areas communicated in the tournament manual map, in advance of the event. Evacuation procedures will be covered during the captain's meeting. Map to be on display in central HQ. Make sure all players are registered and have emergency contacts for all participants.	Tournament Director will deal with any possible incidents within their capability in liaison with Team Managers/Captains. They will refer to venue evacuation plans if required. TD may suspend or cancel the event if see fit.	Tournament Director, Team Managers and Captains.

**Pre-Event Safety Measures (to be managed by Tournament Director):**

- All venues/locations will be inspected prior to the event taking place. Any hazards will be removed or identified.
- All team captains will be informed of any hazards identified during the captain's meeting or throughout the event if changes arise.
- Evacuation procedures will be outlined in the team captain's meeting at the start of the tournament and a venue map will be on display on the Health & Safety Communication Board (see Section 5b) in the Tournament HQ tent.

**Procedure for treatment and reporting of injuries:**

- Minor Injuries requiring assistance will be treated on site by the Event Physio with assistance from Team Managers/Captains, volunteers, or other support staff using first aid kits (physios will have a first aid kit and each team is to have basic first aid supplies).
- Ice will be on hand at Tournament HQ.
- Defibrillator located at the nearby PURC clubrooms.
- In the unlikely event of a serious injury, the Event Physio or other suitably qualified person will assess the participant, call an ambulance, notify the Tournament Organisers, treat the symptoms and continually monitor the player. See start of this document for relevant phone numbers.
- Event Physios and the Tournament Director will request all injuries and incidents are reported using [NZU's Incident Report form](#). Injuries are to be reported by the player receiving treatment or that was involved in the incident, or in the case that they are unable to, by the Tournament Director.

## Section 5a: Core Provisions

<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>Management Notes</b>
First Aid & Physio services	Event Physio	Zach Lim (Saturday) & Tim Thelning (Sunday)	Teams are advised to bring their own first aid kit but can go to the Event Physio at tournament HQ if they require additional assistance or strapping.
Drinking water	Venue (PURC)	Team management & Tournament Director	Drinking water available from water dispensers near all fields. Teams should provide their own water bottles.
Food	Team management	Team managers	Teams should provide their own food.
Toilets	Venue (PURC) & Event Organisers	Tournament Organisers	There are 6 portaloos across the site as indicated on the technical site plan (page 3) and the venue has a toilet block and dressing rooms.
Waste Management	AUUC	Tournament Organisers	Rubbish and recycling bins available across the site and clearly marked.
Parking	Venue (PURC)	Tournament Organisers	Adequate free parking near venue.

## Section 5b: Communications Plan

<b>Event H&amp;S Communications Plan:</b> Please give details of the following as they apply to your event.				
<b>Communication Item</b>	<b>Person Responsible</b>	<b>Audience</b>	<b>When?</b>	<b>Notes – e.g. Content</b>
<b>Pre-Event Info</b> – three separate items to team managers	Tournament Organisers & UTSNZ Representative	Team Managers, Participants	As information is available for communication	<ol style="list-style-type: none"> <li>1. The request of full player details including medical notes.</li> <li>2. Team Manual and draw</li> <li>3. Venue H&amp;S information and event marketing assets</li> </ol>
<b>Event Briefing</b> – Safety Briefing, Event info for athletes, captains, coaches, managers	Tournament Organisers, Tournament Director, UTSNZ Representative & Team Managers	Team Managers	8am, Saturday 30 August	Prior to the start of play on the first day, a Captain's Meeting is being held to provide all safety information. Team captains are then responsible for ensuring their players are made aware of the key facets of this information.
<b>Event Day Communications</b> – Cancellations, changes, weather	Tournament Organisers, Tournament Director & UTSNZ Representative	Team Managers	When required	The tournament director will make all decisions regarding any cancellations or changes to play. The UTSNZ representative will be responsible for communicating these changes.
<b>Health &amp; Safety Communication Board</b> – Event health and safety documentation	Tournament Organisers, Tournament Director	All event participants and spectators	Event time	A health and safety communication board will be present at Tournament HQ (as shown on the technical site plan), and will contain all relevant event H&S documentation
<b>Emergency Communications</b> – Evacuation, lost person, emergency services, notification to universities	Tournament Organisers, Tournament Director & UTSNZ Representative	Team Managers, Participants	When required	The content will depend on the emergency at hand. The UTSNZ representative will have all Team Manager's phone numbers and email addresses to send information out. There will also be a speaker system to advise all people at the venue of a situation, if required.
<b>Media Information</b>	Tournament Organisers & UTSNZ Representative	Varied	When required	To be addressed if/when situations arise.
<b>Post Event Reporting</b>	Tournament Organisers, Tournament Director & UTSNZ Representative	UTSNZ	Within one month of the completion of the tournament	A UTSNZ Post-Event Report to be completed.