



Rotorua Association of Triathlon and Multisport (RATS)

Rotorua Adaptive Tri

Safety Management Plan 2025

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SECTION 1 – EVENT INFORMATION

1.1 Event Organisers Details

Company Details	ROTORUA ASSOCIATION OF TRIATHLON AND MULTISPORT INCORPORATED (RATS)
	Company Number: 9429042735144 Incorporated Society Number: 555568
Website	https://www.rotoruatriathlon.co.nz/
Social Media	https://www.facebook.com/RATSrotorua https://www.instagram.com/rats_triathlon/
Phone Number	021 745 676
Email	info@rats.org.nz

1.2 Event Information

Event Name	Rotorua Adaptive Tri
Event Email	rotoruaadaptivetri@gmail.com
Event Website	https://www.rotoruatriathlon.co.nz/rotorua-adaptive-tri/
Date of Event	Thursday 6 th November 2025
Version Control	Created on 4 th September 2025 by Janette Douglas - Event Manager Reviewed on XXXXX by Nicola Smallwood - Club President Sent to Tri NZ on XXXXX The document will be reviewed annually or post a major incident.
Event Endorsement	The event has submitted this plan to TRI NZ to be reviewed at an Endorsed Level of event Accreditation from Triathlon New Zealand. This accreditation provides the confidence to the event and its stakeholders that the event has planned to deliver the event in a safe and fair environment.
Location	Rotorua Aquatic Centre, Rotorua, New Zealand
Description of Event	This inclusive and inspiring multisport event is designed especially for Bay of Plenty tamariki and rangatahi with physical or intellectual disabilities. Our goal is to create a safe, supportive, and fun environment where every participant feels they belong in the sport of triathlon, is celebrated for their efforts, and can take on challenges in their own way. There is a swim, bike and run component with distances adapted to suit our community. We are expecting 25-50 participants.



1.3 Key Safety Considerations

The following summaries the key safety considerations in building this plan:

- That the planning seeks to ensure all participants, staff, volunteers, and spectators return home safely;
- That the event acknowledges participants may require additional consideration for accessibility and support;
- That the event recognises the unique needs of its adaptive athletes and creates an inclusive, supportive environment;
- That all those involved in delivering the event (staff, volunteers, contractors) understand the H&S plans and their responsibilities to help keep everyone safe.
- That all known risks are identified, assessed, and appropriately mitigated with the additional lens for the disabled community;
- That the event meets all relevant compliance requirements;
- That communication methods are clear and accessible for all involved, particularly for Emergency Response situations;
- That actions and communications consider the diverse needs of participants, including those with disabilities or special requirements;
- That suitably qualified and experienced personnel are used in all key safety and operational roles;
- That consultation, cooperation, and coordination occurs between all interested parties and key stakeholders (including the Club, the sub-committee, disability organisations, and venue providers).

1.4 Safety Commitment

RATS are committed to providing and maintaining the highest level of health and safety standards, by ensuring that all risks and hazards associated with the event are adequately identified and managed to prevent harm from occurring to the event personnel, participants, spectators and all other personnel involved in accordance with the Health and Safety at Work Act 2015.

1.5 Key Personnel and Responsibilities

Key Personnel have been appointed due to their experience and skill set.

Name	Mobile number	Role	Responsibility	Experience
Janette Douglas	021 745 676	Event Manager (including Event Safety Manager)	Overall Operational responsibility for the event including volunteers, entries and H&S	Over 20 years of event management experience. Specifically in triathlon and cycling events.
Nicola Smallwood	022 127 6562	RATS Club President	Overall responsibility for the club's activities Media Spokesperson	Current Club President in a voluntary capacity but has previous work experience in marketing, fundraising and operational delivery, including
Sam Houwers	027 552 8325	Sub Committee Chair	Overall responsibility for the clubs' interest in the event	A member of the RATS Committee and has the authority to post and make comments on their behalf.
Peak Safety	TBC	First Responder	Responsible for any medical response	Specialist in safety & emergency management & training in the outdoors.
Rotorua Aquatic Centre	Leah Burgess 027 241 8669	Venue Contact	Responsible for providing the venue and trained support staff.	Council owned and operated aquatic centre.
Henk Greupink	TBC	Swim Course Coordinator	Responsible for the management of the swim leg	
Jo Jackson	027 716 2085	Wheels Course Coordinator	Responsible for the management of the wheels leg	Play & Youth Lead, Parafed Bay of Plenty
Siobhan Terry	021 229 4037	Run Course Coordinator	Responsible for the management of the run leg	Is a Para athlete and works for Halberg.



Aaron Sears	027 208 9205	MC	Responsible for public announcements and keeping people informed	
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1.6 Other Key Suppliers/Contacts

Name	Mobile number	Organisation	Role
Barbara Curtis		Rotorua Lakes Council	Main Council Contact
Anna Russell	022 657 9949	Triathlon NZ	National Body
Josh Holmes	027 488 2187	Rotorua Lakes Council	Council Traffic Controller
Aaron Sears	027 208 9205	MC	MC
Hayden Kennedy	027 612 1535	Napier Aquatic Centre	Observer
Matt de Jardine	027 443 6228	Special Olympics	Observer
Robert Townsend	021290 0197	Sport NZ	Observer
	105	Rotorua Police Station	Non-Emergency Police assistance
	111		In the case of an emergency
	07 348 8833	Rotorua Aquatic Centre	Landline in the event of an emergency and cellular services are not available



1.7 Event Insurance

The event has Public Liability insurance through their affiliation with Triathlon NZ. The insurance policy # is P000102146PPL and is issued through QBE Insurance.

See Appendix 1

1.8 Entry Form and Entry Terms and Conditions

All participants in the event are required to register prior to the event and agree to the Event Terms and Conditions at this time. Entries are encouraged to be completed by Schools however entries will be accepted directly. Entries are \$5 per person.

See Appendix 2

1.9 Rules And Regulations

Due to the unique nature of the event, there are no specific rules and regulations to follow. The event offers and supports the ability to adapt the conditions / environment to suit individual requirements. With all decisions made to set the participants up for success safely.

1.10 Compliance

The following outlines the required permits and consents that the event is required to obtain or adhere to:

Council Approval	As the event is not taking place on public land or roads, Rotorua Lakes Council (RLC) does not require any formal event application process but are aware and are in support of the event.
Venue Approval:	The event has completed booking forms to use the facility.
Food Vendors:	The event will offer a BBQ (using the Aquatic Centre BBQ) for participation and supporters. No permit is required for this. The venue also operates a café.
Traffic Management	The event does not operate on public roads so no formal TMP is required. It does utilize the aquatic centre carpark with cones and advanced warning signs to be used to prevent



	vehicles from operating in this space. The plan, while not an official TMP has been approved by RLC.
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1.11 **Event Schedule**

The event is run over 1 day on Thursday 6th November 2025. All set up and pack own will also take place on the day.

See Appendix 3

1.12 **Participant Information**

Key Information is provided to the participants via “Participant Guide” document that is available on the website and is emailed participants in the week prior.

This document includes:

- H&S information
- Accessibility Guide to the venue
- Pre-Event training on course
- Course descriptions
- Key Risks
- Schedule
- Prize Giving information
- Spectator Information
- Key Contacts

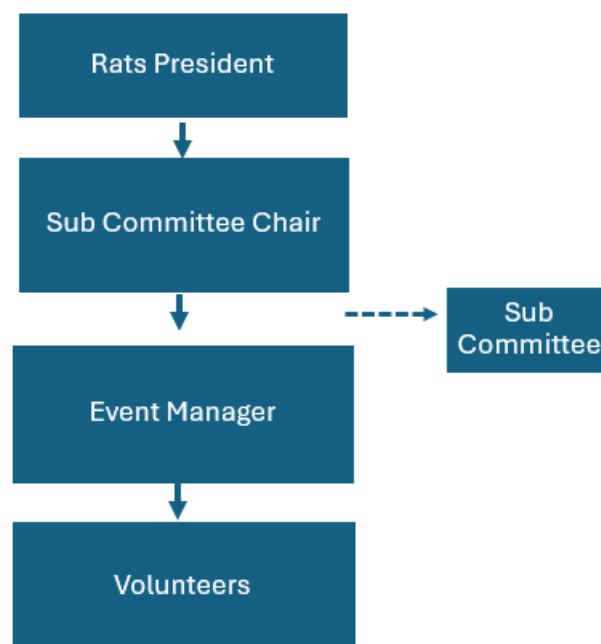
See Appendix 4

1.13 Event Structure

The event is owned by the Rotorua Association of Triathletes (RATS). RATS have created a subcommittee which includes representatives from the disability sector.

The sub-committee exists to provide expertise, technical input, and informed recommendations to the Event Manager. Its role is to support decision-making by supplying specialist knowledge, background research, and practical advice with not delegated decision making authority.

The club have also contacted a professional Event Manager to undertake the key organisation and delivery of the event. The Event Manager report to Sub Committee Chair and the President. Further on the day support is provided by volunteers from the club and the community.





1.14 Sponsors and Funders

The event has secured financial and value in kind sponsorship from the following companies and organizations.

Event	Sponsor/Supporter
Rotorua Aquatic Centre	Supporter
Peak Safety	Supporter
Print Run	Supporter

Costs Funded	Funding Organisation
Event Management Fee	Rotorua Trust

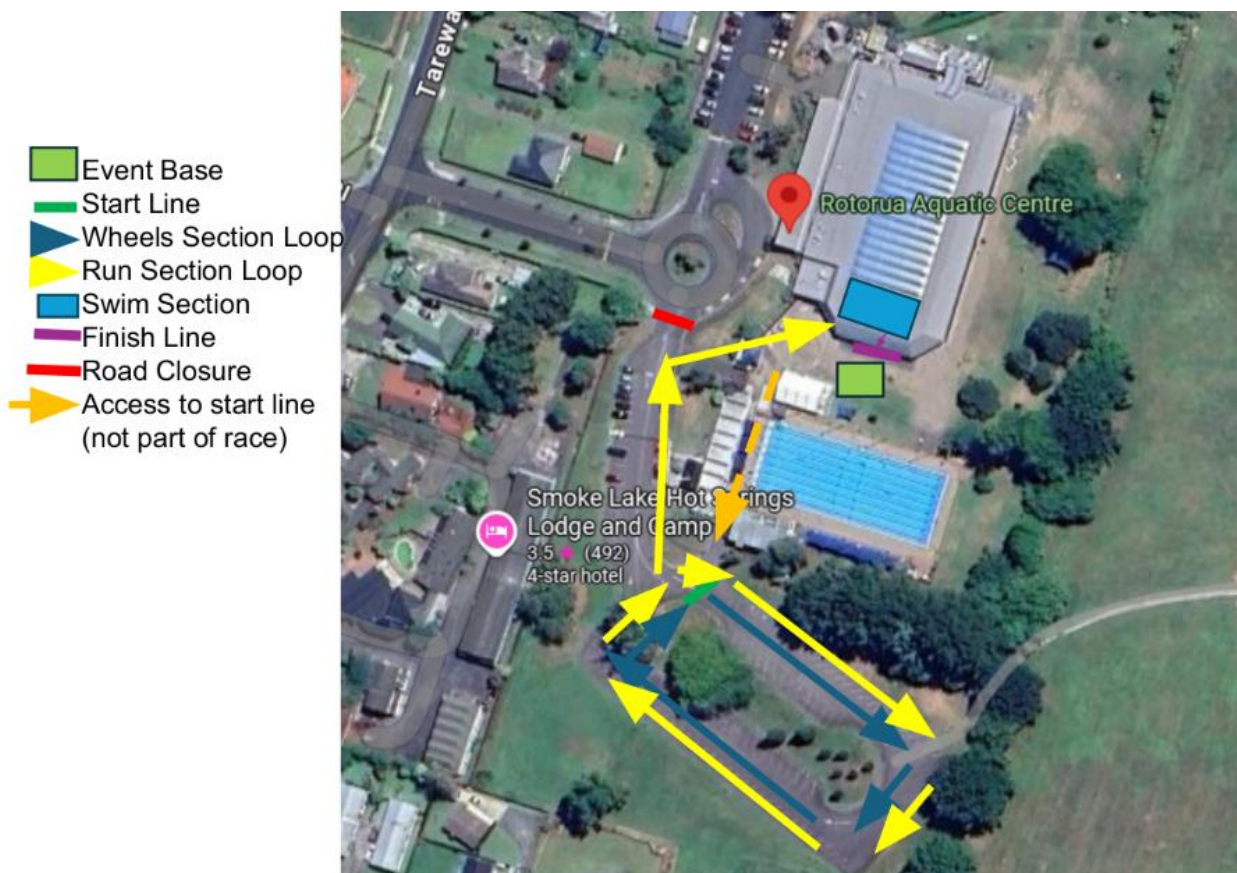
SECTION 2 – VENUE AND COURSE INFORMATION

1.2 Venue

The entire event is taking place in and outside the Rotorua Aquatic Centre. The Rotorua Aquatic Centre is a community facility owned and operated by the Rotorua District Council (under the management of CLMNZ) and is located at 18 Tarewa Road, Rotorua.

The swim takes place in the Leaners Pool inside the complex. The wheels (cycling) section takes place in the lower carpark and the run section also utilizes the lower carpark and then enters the complex at an external gate.

The event hub/finish line area is located outside the indoor pool building with a permanent marquee available for shade.





1.3 Course Descriptions

The order of events for all distances will be 'Bike (Wheels), Run, Swim'. You will cross the finish line after the swim.

There are three event to choose from. The decision is up to the participant. We encourage them to select a distance that will challenge them.

Focusing on the idea that each distance is a step forward in capability and confidence, our events are:

- **Event 1 - Kākano** (*Seed*) – Small but full of potential.
- **Event 2 - Tipu** (*To grow / seedling*) – Building skills and strength.
- **Event 3 - Rākau** (*Tree*) – Standing strong, a full challenge.

Event	Wheels	Run/Walk	Swim
Event 1 - Kākano	2 x Laps (400m)	1 x Short Lap (100m)	1 x Lap (30m)
Event 2 - Tipu	3 x Laps (600m)	1 x Long and 1 x Short (300m)	2 x Laps (50m)
Event 3 - Rākau	4 x Laps (800m)	2 x Long and 1 x Short (500m)	3 x Laps (80m)

1.4 Traffic Management

The event does not impact any public roads, although management of the lower carpark is required. The carpark a single entry/exit point. The plan below has been approved by Rotorua Lakes Council although not a formal TMP. These will be erect from 7am on the day to prevent cars from entering and parking to allow the participants to use the area for the wheels/run course. See course map above.



1.5 Waste Management

Rubbish bins are provided by the Venue. Event personnel will do a sweep of the course and the venue to ensure nothing is left behind.

1.6 Parking

Parking will be provided free to participants. This will occur in in the Upper Carpark of the Aquatic Centre. Limited parking for those with higher accessible needs can be accommodated in the lower carpark and this area will be marshalled to ensure they do not leave while participants are on the wheels or run course.



1.7 Toilets and Changing Rooms

Toilets and changing rooms are available onsite. Including several accessible options.

1.8 Pre-Event Training

It is acknowledged that participants may want to familiarize themselves with the course and the venue facilities prior to the event. They are advised that the venue operates as a public facility and that some areas are not accessible prior to the day. Enter into the venue will under the venues terms and conditions, including any entry fees. They are advised that the carpark area is not managed and outside of the event schedule does operate as a carpark so that vehicle will be moving in and around the area at all times.

1.9 Water Safety

Water safety will be managed by Te Arawa Swimming Club with Henk Greupink as the Swim Course Coordinator. Henk started coaching swimming in 1999. He overlooks all squads, is actively involved in Para swimming and coaches daily the senior squad and masters morning group. Facilities Lifeguards will also be available to support. The course is located in the Heated Learners Pool which has a max length of 22m and a max dept of 1.1m. Floatation devices will be readily available with a minimum of XX support persons available to assist at any time.

1.10 Aid Stations

An Aid station will be located at the Event village/Transition. Cups of water will be available.

1.11 First Aid

Peak Safety will be on-site managing any medical response. All medical responses will be directed to Peak Safety. This will either be via cell phone or radio. Peak Safety will decide if an external ambulance needs to be called in and will manage this communication. First aid kit will be with some event personnel. First Aid cover for the spectators is also provided by Peak Safety.



1.12 Public Food and Water

Participants are advised they are able to bring their own provisions to the venue. Water fountains are available. The event is providing a BBQ for participants and their supporters at the conclusion of the last event.

1.13 Spectator management

Due to the size of the event and that some of our participants will require support persons on the course, spectators will be managed on the day if required.

1.14 Sound and MC

The event will use a PA system provided by the event MC to communicate with participants and spectators.



SECTION 3 – RISK MANAGEMENT

2.1 Risk Assessment

It is the event's policy to identify known, likely, and possible risks associated with the event. Identified risks are then managed and mitigated through controls and escalated if necessary. To support this, a full risk assessment has been undertaken for the event, and a Risk Register has been developed for the event.

The Event Manager is responsible for the updating and recording of any new risks in the Hazard Identification and Control Form.

See Appendix 8 – Risk Register

See Appendix 9 – Hazard Identification and Control Form

2.2 External Contractors

Contractors, companies, or persons have been arranged/contracted to deliver specific services to assist with the safe and professional operation of the event.

Each contractor must, as far as reasonably practicable consult, co-operate with and co-ordinate activities with all other people who have a duty in relation to the same matter. Contractors are advised that they have a shared duty of Health and Safety responsibility and are sent this plan and invited to provide feedback.

They all must ensure, so far as reasonably practicable, that the Health and Safety of other people is not put at risk from work carried out as part of the conduct of their business or undertaking. The Event either require the company to submit a pre-qualification certificate or the completion of "Acknowledge of H&S Obligations" form.



2.3 Medical

Peak Safety will be providing on site medical support. For assistance outside the event hours, the following facilities are available:

FACILITY	HOURS	ADDRESS	PHONE
Lakes Prime Care	8am-8pm, 7 days	1165 Tutanekai Street	(07) 348 1000
Rotorua Hospital Emergency Dept.	24 hours	via Pukeroa Road which runs between Arawa Street and Lake Road	(07) 348 1199

IN AN EMERGENCY, CALL 111

2.4 Harmful Substances

The event recognizes drug and alcohol abuse as a potential serious hazard/risk and will take a firm approach to dealing with such abuse. Event personnel shall all work together to maintain a work environment that is free from the use and effects of drugs, alcohol, and other mood-altering substances.

2.5 Vehicle Movement Planning (Includes Parking)

The event is utlsing the Lower Carpark of the Rotorua Aquatic Centre for the wheels and cycle section of the event. Exclusive use of this area has been approved by the Rotorua Aquatic Centre from 7am – 3pm.

Parking will be provided free to participants. This will occur in in the Upper Carpark of the Aquatic Centre. Limited parking for those with higher accessible needs can be accommodated in the lower carpark and this area will be marshalled to ensure they do not leave while participants are on the wheels or run course.

Cones and advanced warning signs to be used to prevent general vehicles from accessing the lower carpark during these times. The plan, while not an official TMP has been approved by RLC.

2.6 Drones

Drones are not permitted at this event without prior approval from the Event Manager and the Rotorua Aquatic Centre. If permitted, the use of any Drone is conditional to the user meeting and accepting the following conditions:

1. You must complete an Event Accredited Media Application form.
2. You must have received approval from Rotorua Lakes Council as Grantor of Concession.
3. All Flights to be conducted under [Part 101 of the Civil Aviation rules](#) & [Rotorua Lakes Council Guidelines](#).
4. Flights are registered with Airshare
5. You receive a safety briefing prior to any use by the Event Manager
6. You must follow all instructions from event personnel and officials (this includes traffic management staff) and other public authorities (police etc).
7. You will cease flying on any instructions given by any of the above persons.
8. Wear a vest to identify yourself and keep yourself safe and visible at all times
9. Drone is not to be flown over riders, persons, cars, buildings
10. You will monitor weather conditions and take all required steps to ensure the safety of yourself, the drone and those in and around the area and cease flying if inclement weather conditions occur.
11. Video captured is required to be approved by the Event Manager prior to any distribution through your channels.
12. If you do not feel comfortable at any time, you will cease flying and contact the Event Manager
13. In the event of an incident you contact the Event Manager immediately (or as soon as it's safe to do so).

See Appendix 10 – Event Media Accreditation Form

2.7 Accident and Incident Reporting

Given the nature of the sport of triathlon and the beginner level and special needs of its participants, it is expected and anticipated that minor incidents will occur during the event environment.

Any Notifiable Events are to be reported to the Event Manager (or nominated person) and they will ensure the appropriate process and reporting is undertaken. A notifiable event is where a death, notifiable illness or injury or a notifiable incident occurs.

Any non-notifiable events or 'near misses' are to be reported to the Event Manager (or nominated person) as soon as practicable by in-person/phone/radio. They are then required to complete the relevant forms given to them and to submit them to the Event Manager after the event.



Peak Safety is asked to submit a list of people treated by the First Aid teams at the event and the level of injury. The Event Manager will undertake the appropriate level of follow-up post the event.

A summary of all incidents and accidents (including any near misses) will be recorded and provided to the RATS Committee.

See Appendix 11 – Incident Form

See Appendix 12 – Notifiable Incident Form

SECTION 4 – EVENT PERSONNEL

1.1 Volunteers

The event has approx. 20 positions that are required to assist with the running of the event. The majority of these roles are filled by volunteers have been acquired locally, and many of these are actively part of the triathlon or disability sector. The volunteers will be overseen by the Event Manager who will ensure there are sufficient volunteers for each role and that the volunteers feel safe in their position.

All volunteers will receive a written briefing prior to attending the event and a verbal briefing on the day. They are empowered to halt all or part of an activity if a hazard threatens the safety of any person or public safety in general and are given the opportunity to ask any questions.

The briefing will cover:

- Overview of the event;
- Date, times, location where they are required to report to;
- Communication methods, and lines of communication;
- Specifics of their role (what do we require from them);
- Safety and emergency procedures;
- Equipment supplied/required;
- What to wear | What to bring.

See Appendix 13 – Volunteer Briefing

1.2 Key Personnel

Key Personnel are those who have a specific role at the event in a leadership position. These people are listed above. Pre-Event Planning meetings are held with Key Personnel. Key Personnel are also sent and asked to review this plan which is also captured in the Key Personnel Induction form.

A ‘start of the day’ and ‘end of the day’ meeting will be held with key personnel during the event to address any concerns.

The event manager is responsible for following up on the required action items.

See Appendix 14 – Key Personnel Briefing Notes.

See Appendix 15 – Start of day

See Appendix 16 - End of Day

SECTION 5 – MEDIA AND COMMUNICATION

1.3 Media And Social Media Management

Any media attending the event are required to be accredited and will be under the management of the Event Manager.

The RATS President will be responsible for approving all external content for media including media releases/media statements. The President (or their delegate) is the official spokesperson. Event Personnel will be informed during their briefing that the only person that can discuss any event details with the media is the RATS President. This is particularly important during an emergency.

In the event of a major incident, the Emergency Response Plan will be initiated, and any comment will be made by authorized personnel once an appropriate response has been formed following the review of all relevant information.

Social media is managed by the Club's Social Media Manager with any formal responses / comments will have the approval of the RATS President.

1.4 Participant, Event Personnel, resident and public communication

Item	Audience	When	Details - e.g. content, how
Pre-event info	Participants	7 days out from event	Information for participants is available on the website and social media. All participants are emailed an Participant Guide to read, and this is also uploaded onto the event website (See Appendix 3)
Event Briefings	Participants	Pre-start	Participants and their support persons will receive an additional race briefing 10 minutes before their race starts. They will also be informed: • Of any new or significant hazards • The dual use of the Cycle and Run course • That if they withdraw from the event, they must tell an official. • That a helmet must be worn on the wheels section, regardless of the type of wheels they are using.

			• How to signal for help in the water • How to signal for help on the wheels/run course.
Event Briefings	Event Personnel	Pre-start	All event personnel will be briefed on what their role is for the day by email sent out the week prior to the event and they will receive an onsite briefing as well. This briefing will include: • Event Overview • How to keep themselves safe • Key Contacts • How to call for medical assistance. • Any hazards identified
Event Day Communications (including cancellations and changes / contingency plans, weather)	Participants, Key personnel, volunteers and contractors	On the day	• Radios and cellphones will be used for the main communication for the event. • The weather will be monitored 7 days out from the event to monitor any extreme conditions that would impact the safe delivery of the wheels and Run section. • Any immediate or time critical information may be sent via text to competitors via a bulk text service. • On race morning the courses will be reviewed by the Event Manager who will alert the Emergency Committee if there are hazards that may make it unsafe to carry out the event in all sections. The course will be altered, where required, to ensure it is safe. • Participants will be informed of any changes when they arrive onsite at the venue and during their race briefing before their race starts. This will be a chance to answer any questions that they might have. • If there is a cancellation or postponement of the event, participants will be notified using email and social media. The event team would also be onsite to inform anyone that turned up at the venue.

Emergency Communications	Participants, event personnel and contractors	On the day	Radios and cellphones will be used for communication during an emergency. There is also a landline phone at the Aquatic Centre reception if the cellphone and radios fail. Any evacuation from the venue will be conducted under the instructions and processes of the Aquatic Centre. See Appendix 6 Emergency Medical Services will be contacted by Peak Safety when required.
Post Event reporting	Rats Committee	Post event	Participant and Event Personnel are sent an email post event to thank them and to request feedback for the event so this can be taken into consideration for the next event. A debrief report is written by the Event Manager and provided to the Club committee for review at the next meeting following the event. Any changes are then implemented for the next event.

SECTION 6 – EMERGENCY & CONTINGENCY PLANNING

1.5 Emergency Committee

The event has created an Emergency Committee to provide leadership and direction in the event of an emergency. All decisions regarding the implementation of any Emergency Planning will be made by the Emergency Committee. When decisions are being reviewed, considerations must be made to the level of risk and what are acceptable conditions that can occur in events of this nature. Depending on the type and timing of the emergency, the committee can invite others to be included.

Name	Mobile number	Role	Responsibility
Janette Douglas	021 745 676	Event Manager	Overall Operational responsibility for the event
Sam Houwers	027 552 8325	Sub Committee Chair	Overall responsibility for the clubs' interest in the event
Nicola Smallwood	022 127 6562	RATS Club President	Overall responsibility for the clubs' activities. Media Spokesperson

6.2 Planning and Responses

The event recognises that there is the potential for circumstances outside of their control occurring that could result in the published event format and/or schedule being adjusted in the interest of participant, personnel, contractors, and spectator safety. The event also recognises that there is the potential for emergency situations to occur that may result in a notifiable incident or a significant change to schedule events. This plan is written to assist the event in the unlikely event of one of these emergencies occurring.

See Appendix 18 – Emergency & Contingency Planning and Response

6.3 Weather Forecasting

Adverse weather conditions are one of the key risks that can potentially affect the event, and accordingly weather forecasts will be monitored one weeks out from the event to assist with planning and decision-making.

Forecasts are to include Met Service, YR and Metvuw to garner a balanced view.

Any changes to planning based on the weather is the responsibility of the Emergency Committee.



SECTION 7 – APPENDIX

- 6.4 Appendix 1 – Event Insurance Certificate
- 6.5 Appendix 2 - Terms and Conditions
- 6.6 Appendix 3 – Event Schedule
- 6.7 Appendix 4 - Participant Manual
- 6.8 Appendix 6 – Venue Evacuation Plan
- 6.9 Appendix 8 – Risk Register
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- 6.18 Appendix 18 – Emergency & Contingency Planning and Responses
- 6.19 Appendix 19 – Lost/Found Child/Vulnerable Persons Form
- 6.20 Appendix 20 – Volunteer Sign In Sheet
- 6.21 Appendix 21 – Volunteer Information
- 6.22 Appendix 22 – Event Day Log (incident and issues)