

SCHOOL SPORT CANTERBURY SAFETY ACTION PLAN

Sports Code	Athletics – Canterbury Championships
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Event Details	
Event Type	Secondary Schools' Championships
Event Name	Canterbury Secondary Schools' Athletic Championships
Event Date/s	Tuesday 26 & Thursday 28 March 2024
Event Entry Process	On-line entries via edp on SSC website and email.
Perceived Risk Level	High Medium Low
SSC Event Manager	Name Bill Grogan Contact (03) 373 5059

Participants	
Participants	Schools: 43 Students: Approx. 1000

Venue	
Event Venue	Nga Puna Wai Athletics Track
Venue Address	Nga Puna Wai Sports Hub, Halswell
Venue Manager	Name Ian Thomas Contact 021 280 2208
Venue Safety Plan sighted	Yes
Other PCBU's Involved	Venue Catering Contracted transport providers (school responsibility) Athletics Canterbury

Medical	
Medical &/or 1 st Aid	St. John Ambulance and staff on-site throughout each day
Ist aid Kits	School responsibility to provide own 1 st Aid SSC to provide Ice
Sunscreen & Water	Free access to sunscreen for participants, officials and spectators is provided. Water facilities available on site

Roles & Responsibilities	
School Sport Cant. Role	Event administration: Bookings, Information distribution, Programme, Results publication, Attendance at venue prior to start and during competition. Liaison with venue management Liaison with partner schools
Event Manager Role	Management of the competition
Venue Manager role	Preparation of venues, Responsibility in any emergency Invoicing for venue and Equipment used
Venue controller Role	As above
Officials Who Role	Athletics Canterbury Officials appointed to key roles, under the responsibility of the Officials controller. School to provide personnel as required.
Volunteers' Role	Assist with officiating as required.

Communication	
Pre- event	Information posted on SSC website and forwarded to participating schools
Change /Postponement / Cancellation	No postponement day Cancelled if not held on the scheduled date.
Event Briefing When / By whom Content Emergency Procedure	Officials and Team Manager briefing by Event Manager, Venue controller will occur at the managers meeting scheduled for 9.45am prior to competition start. Additional information will be printed in event programme, SSC website and sent to schools via email.
Post event	Results published during the day. Full results sent to schools at the end of the meeting. Posted on SSC website.

Services	
Toilets	Additional toilets now available at the venue. Venue lay-out map to show location Venue manager responsible for maintenance and paper provision throughout the event.
Changing	Other than toilets, no additional on-site changing facility is provided. Schools to be notified of this.
Shelter	Small grandstand (250 seat capacity) is the only shelter available, Schools encouraged to bring own portable shelter with instruction to have these firmly pegged into the embankment with warning announcements via PA if conditions warrant this
Catering for Officials	SSC to employ one site caterers, Catering in a Box
Catering for Athletes	Self and on-site caterer. Caravan and café facilities available
Catering for Spectators	Self and on-site caterer. Caravan and café facilities available
Results Publication	Event results will be printed throughout the day and published on boards adjacent to the control room.