



**CJCA NZ Cup and Shield Tournament
Canterbury finals**

20/21 March 2021 (22nd reserve day)

Event Risk Management Plan

Updated: 30 September 2021

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Section 1: Event Context

Event introduction and overview

The Canterbury finals of the NZC Cup and Shield Tournaments will be held on Wednesday 20th and Thursday 21st October 2021 (Boys). Friday the 22nd of October is a reserve day.

Venue –

Boys - the venue for this event will be 2 pitches (Polo 4 and 5) at the Polo Grounds in South Hagley Park, Christchurch

Girls – the venue for the event will be 2 pitches (Polo 2 and 3) at the Polo Grounds in South Hagley Park, Christchurch.

History – this event has been held for a number of years with this being the final stage before National Finals co-ordinated by New Zealand Cricket in November/December each year.

Participants – Eight teams of Boys teams of approximately 10-11 Boys and Girls of school years 7/8 will be the active participants with an expected number of adults to accompany of each team of between 2 and 6 adults.

COVID BUBBLES – The Boys and Girls events should remain separate – space between participants and spectators should be maintained

Officials – There will be 1 Event Manager from the CJCA and 4 umpires present for the Boys and Girls events..

Aims and objectives for the event

The event has two aims – firstly to run an event to find the Canterbury representative to qualify directly into the New Zealand finals to be held later in Term 4

Event governance and decision making

Canterbury Cricket (Simon Hill – Community Cricket Manager) has arranged for the CJCA to administer this event.

The event is organised by the Christchurch Junior Cricket Association (CJCA) who organise the event. It works with its cluster partner the Christchurch Metropolitan Cricket Association (CMCA) to supply grounds and facilities for the event.

The CJCA reports its activities to its governing body the Canterbury Cricket Association (CCA) who is in turn affiliated to New Zealand Cricket (NZC).

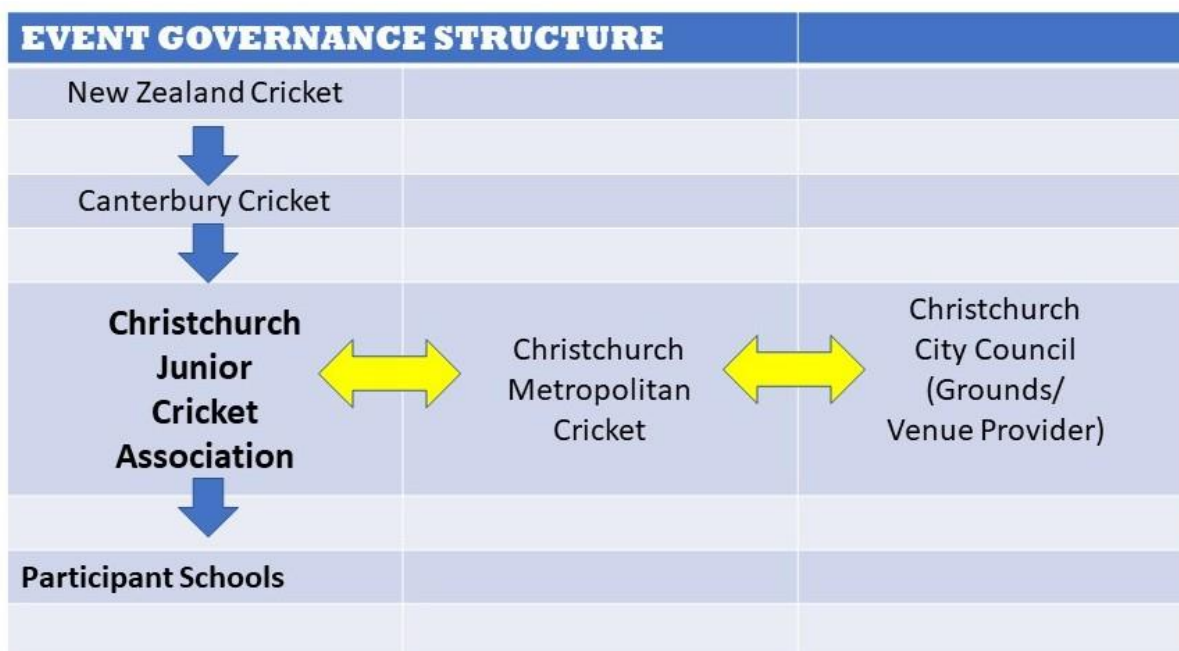
The CJCA is governed by an Executive who are annually appointed at an AGM.

Decisions regarding this event will be based on weather, ground conditions and other factors impacting the safety and wellbeing of participants.

The CJCA will make the final decisions on the event including any decision on commencing, suspending, delaying or abandoning the event.

Decisions will be made in conjunction with the Competitions Manager (CMCA) who will liaise directly with the Christchurch City Council in terms of the suitability of the grounds for play.

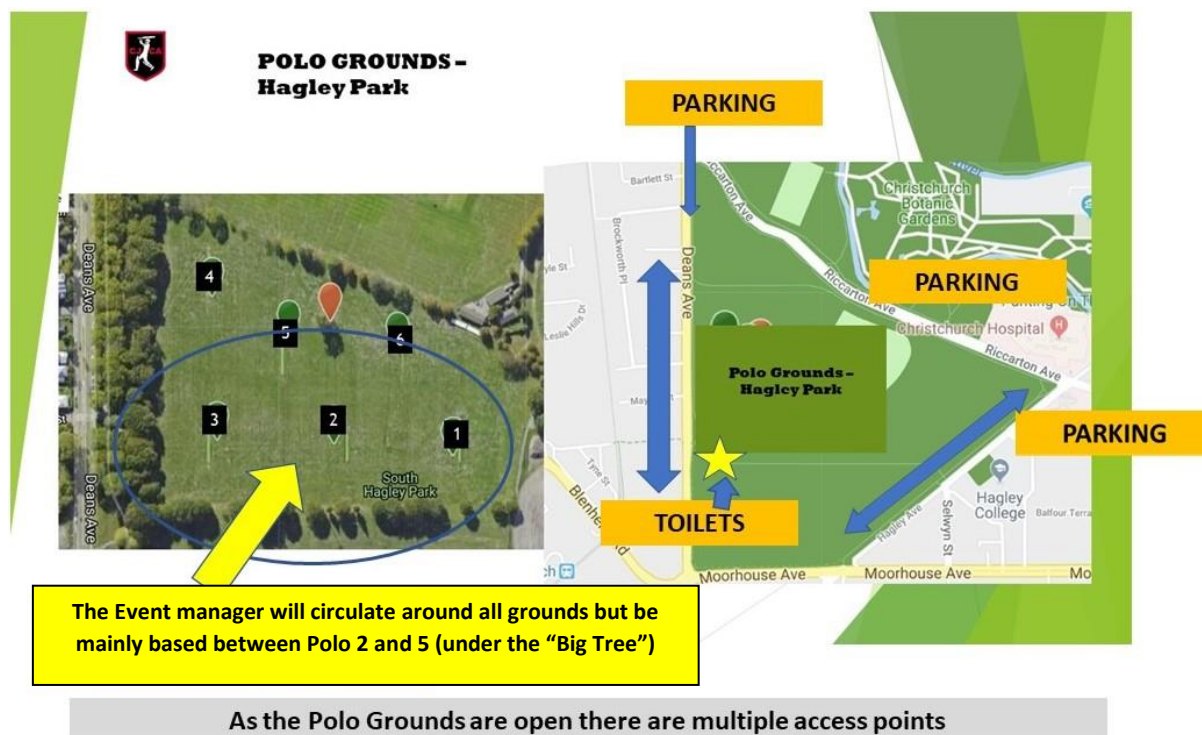
Any such decisions will be advised to the participating schools either prior to the event or during the event.



Event rules

SEE Appendix 1
Cup and Shield Rules 13 September 2021

Event site map



Weather and climate information

Weather which may make the ground unsuitable for play will be monitored for the 24 hours leading into the event.

In the event of a weather event during the event which makes play unsafe this will be communicated to the participants.

Allocation of officials and volunteers

Event manager

Rob Wilkinson

027 6644999

At Venue from 8.45am until grounds are cleared of participants

Up to 4 Youth umpires will be appointed to the matches – these will be under the control of the Event Manager

Onsite medical, first aid, security and safety resources

All teams shall be responsible for their own First Aid during the event. A First Aid Kit will be maintained by the Event Manager and should higher level emergency care be needed those effected may either be transported to the Hospital which borders Hagley Park (Approx. 2-minute drive) or an ambulance may be called which again should be at the grounds within a few minutes.

Medical facilities and accessing emergency services

Christchurch Hospital adjoins Hagley Park

Initiating emergency response plans

The Event Manager has the authority to enact key decisions; such as cancelling the event; activating evacuation procedures; postponing the event; or activating one or more of the specific emergency response plans you determine are appropriate for your event.

Schedule of key stakeholder, role designation and contact information

Event Manager –

Rob Wilkinson (CJCA General Manager) 027 6644999

Simon Hill (CCA Community Cricket Manager) 021 711830

Mike Harvey (CMCA Cricket Manager) 027 4476073

Mike Fisher (CMCA Competitions Manager – Grounds Liaison CCC) 027 2860419

Event communication overview

All matches will be within 400 metres of the Event Manager – the event manager will have all mobile contact phone numbers for all School contacts present during the day and will be regularly circulating around the venue.

Section 2: Event Risk Assessment

CJCA Cup and Shield Tournament- Risk Register

Last updated:	2 March 2021
Review due:	2 March 2021
Review lead:	Rob Wilkinson

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILIITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	Uneven surface	Players could trip and fall on grass surfaces	Possible	Low	Low	Christchurch City Council regularly working on grounds and maintain good playing surfaces.	Low		Event Manager	Daily during event
2	Cricket ball impacts	Balls could hit players	Possible	Low	Low	Playing conditions	Low	Dangerous Bowling clause introduced to remove bowlers bowling Dangerous deliveries during a match	Event Manager	During matches
3	Cricket bat impacts	Bats could hit players	Possible	Low	Low	Playing Conditions	Low		Event Manager	During matches
4	Collisions	Players could run into each other	Possible	Low	Low	General awareness	Low		Event Manager	During matches
5	Trees surrounding grounds	Limbs could break off and fall	Possible	Medium	Low	Council maintenance and weather monitoring	Low		Event Manager	Daily during event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
6	Covid-19 spread	An infected person could interact with others spreading the Covid-19 virus amongst participants	Possible	High	Medium	NZC set Protocols Governmental Health messaging	Medium	<ul style="list-style-type: none"> • Pools separated by draw • Interactions limited to within Playing Pool of 4 teams • Additional personel limited • Schools advise max 15 supporters/ parents to attend per team or up to a maximum of 100 pax per "Covid Bubble" – Covid Bubbles will be the 4 teams who will interact with each other during each day. • Schools advised ty bring Hand Sanister and clean any shared gear 	Event Manager and Schools	Live during event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
								<ul style="list-style-type: none"> Umpires not to hold equipment 		

Section 3: Emergency Response Plan

General Emergency Response Plan -

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<ul style="list-style-type: none"> DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> Ensure an Event Incident Report Form is completed for any incident. Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

Specific Emergency Response Plan A - Fire / Police

FIRE / POLICE EMERGENCY	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients, threat type; level of threat to people and/or property.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team. Call 111, and ask for fire service or police. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for people or property? Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire or respond to a police incident; protect people; and move to safer area etc?
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	
Actions:	<ul style="list-style-type: none"> All involved are reminded that self-preservation is a priority in any response. With Children present it is vital to remain calm and focused on getting children to a safe assembly point in an orderly manner. People are a priority over property in the case of a fire/police event. Ensure the protection of people initially before considering protection of property. Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc) IN THE EVENT OF A POLICE INCIDENT. Identify where participants should be directed to assemble – 3 assembly points are currently identified. <ul style="list-style-type: none"> 1/ Large Tree in middle of Polo Grounds when there is no immediate threat to safety 2/ Hagley Cricket Oval Pavilion (carpark) when there is no immediate threat to safety 3/ Hagley Netball Courts (carpark) when there is no immediate threat to safety For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care. Once on site, the NZ Fire Service and/or Police will take over management of the incident, and provide direction to event organisers.

At completion	
<p style="text-align: center;">Debrief:</p>	<ul style="list-style-type: none"> • In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. • In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.
<p style="text-align: center;">Reporting:</p>	<ul style="list-style-type: none"> • Ensure an Event Incident Report Form is completed for any incident. • Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records. • Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.

Specific Emergency Response Plan B - Earthquake / Tsunami

EARTHQUAKE /TSUNAMI WATCH / WARNING	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> • Has a Tsunami Warning or Tsunami Watch been issued by the Ministry of Civil Defence? • The Event Manager (or similar) should confirm this directly rather than being drawn into speculation by other parties or media.
Notify:	<ul style="list-style-type: none"> • All event stakeholders.
Consider:	<ul style="list-style-type: none"> • The level of response relative to the classification of the incident • Ensure the level of urgency is relative to the anticipated time available to evacuate. • What are the optimal evacuation routes to allow people to get to the recommended 23m above sea level, to avoid the impact of a tsunami wave? • Hagley Park is approximately 20 metres above sea level
Complete incident log:	<ul style="list-style-type: none"> • If possible, record the time the incident commenced; and • Keep a record of key decisions throughout the incident period.
At scene	
Actions:	<ul style="list-style-type: none"> • Inform volunteers; officials; competitors; and spectators of a possible tsunami threat, and encourage them to enact an emergency evacuation to higher ground ASAP • Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level • Hagley Park is approximately 20 metres above sea level (phase two - evacuate to high ground). • If the event is not witnessed, and the Tsunami Warning or Tsunami Watch indicates a longer lead-in time, in addition to evacuating the coastal zone, consider removing any available first aid or other equipment to higher ground to be used in a possible post-tsunami recovery. • Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates).
At completion	
Debrief:	<ul style="list-style-type: none"> • In the event of a tsunami, debriefs may not be appropriate, in lieu of more immediate needs. • Following any Tsunami Warning/Tsunami Threat stand-down, it is appropriate to conduct a debrief so learnings can be captured for any future incident.
Reporting:	<ul style="list-style-type: none"> • It is unlikely that a report will need to be filed to an external authority, but should be considered for internal, continuous improvement purposes.

Specific Emergency Response Plan C - Pollution / Water / Air Quality

MAJOR POLLUTION DISCOVERY / WATER / AIRQUALITY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> • Location, type of pollution involved (i.e. oil vs sewerage vs run-off). • Identify source if possible.
Notify:	<ul style="list-style-type: none"> • Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111, and request an ambulance.
Consider:	<ul style="list-style-type: none"> • What risk level might the pollution pose for people? • Are there implications for the general public beyond those involved with the event? • Are there alternative sites not affected by the water quality issue that may allow competition to continue? • Have there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?
Complete incident log:	<ul style="list-style-type: none"> • Record times of key decisions (e.g. when first aware of quality issue, when discontinued event etc), number of patients involved if people are sick, arrival of additional support, any treatment provided, patient information.
At scene	
Actions:	<ul style="list-style-type: none"> • On being made aware of the water quality issue, discontinue aquatic events immediately, until the issue is resolved. • Contact the local pollution/water quality authority; inform them of the problem, and seek advice regarding the impact the problem may have on people. • If the water quality issue is obviously not going to be resolved quickly, (i.e. oil spill or major run-off issue) - identify and check alternative event locations. If suitable, consider moving the event to the new site to continue the event. • Continue to monitor the situation, seek ongoing advice from experts/authorities.
At completion	
Debrief:	<ul style="list-style-type: none"> • A debrief may not be essential in the case of a response to water quality issues. However, consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan, and activation of the event contingency plan in future.
Reporting:	<ul style="list-style-type: none"> • It is unlikely that a report will need to be filed to an external authority, but should be considered for internal continuous improvement purposes.

Section 4: Contingency Planning

Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High Winds
2. Excessive Heat
3. Heavy Rain
4. Water quality issues

History of potential threat events occurring at the event location

Christchurch Earthquakes 4 September 2010

Christchurch Earthquakes 11 February 2011

Christchurch Mosque Attacks 15 March 2019

The chain of command and decision making

The CJCA Event Manager will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the CJCA Event Manager.

The CJCA Event Manager or the following personnel

Position	Name
CJCA General Manager / Event Manager	Rob Wilkinson 027 6644999
CCA Community Cricket Manager	Simon Hill 021 711830
CMCA Cricket Manager	Mike Harvey 027 4476073
CMCA Competitions Manager – Grounds Liaison CCC	Mike Fisher 027 2860419

The decision to enact this Contingency Plan is the responsibility of the Christchurch Junior Cricket Association. The Event Management Team including all officials, volunteers and employees are responsible to the CJCA for implementing any contingency options associated with the event. The Event Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each CJCA meeting:

- a) Risk Assessment of the current conditions; and
- b) Injury management statistics;
- c) Current weather predictions; and
- d) Other relevant event statistics (such as withdrawals, and complaints received etc).

Contingency options

We have assessed that there are 3 feasible contingency options available. These are:

Option One - Delay the event

Delay start of event and consider shortening event being mindful of time for children to be returned to schools (outside Christchurch).

Option Two - New venue

Warren Park exists as a four cricket pitch venue in another part of Christchurch

St Albans Park is a two artificial pitch venue.

Option Three - Utilise Reserve Day

Consider if a reserve day is practical given considerations about arrangements needed to be made by schools and availability of grounds.

Option Four - Cancellation of the event

Given there are 3 days scheduled for this event should weather intervene at least 3 shortened games should be able to played by Friday Afternoon

Reconnaissance of alternative routes, sites and assessment of conditions

The conduct of the reconnaissance is the responsibility of event Manager CJCA. The Reconnaissance Group will consist of Event Manager CJCA and Competitions Manager CMCA and other appropriate persons, where possible, who will jointly assess the situation and report to the CJCA for a decision. Regular assessments and reporting of recommendations will be required as determined by the CJCA.

Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The CJCA through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

- Event participants
- All event officials
- All event volunteers
- Sponsors
- Broadcasters
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel
- Security
- Event spectators

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

Weather forecasting

Weather forecasts will be used by the CJCA, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of Event Manager, who will disseminate the information to the Schools concerned prior to or during the event.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the CJCA Event Manager may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

Section 5: Evacuation Plan

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by AIR HORN The following people are authorised to initiate an evacuation:

- Rob Wilkinson, Event Manager

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- Rob Wilkinson, Polo Grounds or designated Supervisor should the Event manager need to leave the grounds for any reason
- School Supervising personnel, Polo Grounds
Should a threat be in or around the Polo Grounds then options would be directing participants to Assembly Point B or C
- School Supervising personnel, Hagley Corner
Should a threat be in or around the Hagley Corner Grounds then options would be directing participants to Assembly Point A

Evacuations Plans - SITE A

