



TRI NZ CLUB Event Guidelines

A manual to assist CLUBS in staging a basic TRIATHLON event



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1. ADMINISTRATION

2.1 Budget

Budgets can differ hugely between events, below you will find a list of items that you might find in an event budget. Some items will not apply to your event and can be deleted.

Staff	
	Accommodation
	Event Staff
	MC Services
	Meals
	Security
	Travel Costs
	Volunteers/Marshals
Operations	
	Audio Equipment for MC
	Bike racks
	Fencing - start area/finish area
	Finish Gantry
	General (tools, tape, cable ties etc.)
	Generators
	High vis vests for marshals
	Lighting for overnight
	Medical
	Motor Vehicle expenses (lead/sag etc.)
	Portaloos
	Radio Hire
	Start horn
	Swim buoys & Anchors
	Swim Safety
	Tents/Marquees
	Timing
	Traffic Management
	Trailers for Aid station etc.
	Vendors
	Waste Management
Aid station & finish	
	Cups & Water bottles
	Hoses & fittings
	latex gloves
	Rubbish bags
	Sports Drink
	Tables

Event Signage	
	Course directional signage
	Marketing Signage
	Pre-event warning signage
Registration	
	Chairs
	Event information signage
	Marketing
	Mobile eftpos
	Online registration fees
	Race numbers
	Race packs
	Stationery & printing
	Swim Caps
	Tables
	T-shirts
Venue Costs	
	Council booking fees
	DOC Fees
	IWI Fees
	Marquee permits
	Residents notification
	Venue hire - reserve fees
Tri NZ	
	Approval/National Champs fees
	One Day Licenses
	Health & Safety Plan Audit
	Technical Officials
Prize Giving	
	Certificates
	Medals
	Podium
	Prizes
	Stage

2.3 Planning Timetable

In staging an event there are many important considerations, we give some of them below. They are not in a particular order. Rather, they are points that have to be considered at the initial stages.

- The day of the week to stage the event- this is important to ensure a maximum field and minimum inconvenience to the community. It may be after work, it may be a Sunday morning, whatever suits the community and also those who wish to race.
- The tide at the location (if applicable). In some areas the tidal movement is significant and the water may be too shallow to swim in when the tide is out.
- Traffic problems, especially in city areas, are a very important consideration. Motorists do not consider cyclists have any right to be on “their” road let alone racing when they wish to use the road. You must therefore strive for locations and times where impact is low. Local Authorities will require a Traffic Management Plan.
- Safety issues are important. These will be spelt out further in some of the segment comments but in particular, swift currents in the swim must be avoided, rocky beaches, busy roadways, the need to cross roads when running or riding, water purity etc.
- The size of the field of competitors must be relative to the space that is available to set up transition and actually stage the event.
- Events on holidays need to be carefully thought through. It is often very difficult to secure trained marshals and assistants to help on the swim or the roads because they may be out of town.
- Local body applications take time and often impose special conditions. It is important that you sort out these before you commence planning them. In many cases they will need to be publicly advertised.
- Land uses such as DOC, Maori customs or wishes must be considered.
- Local residents may also object to noise early in the day or being unable to travel to church or work etc., so consider them too.
- Any event that uses the roads, requires a plan to provide for such use – Traffic Management Plan (TMP). This is a plan that sets out the time and day of the event, what is planned and how it affects other users. TMP need to be properly prepared, set out and monitored on the day. Approval of such plans can take several weeks.

Below is a timetable that can be used as a guide for planning an event. If it is a small event, you may not require all this time. However, if you need to advertise for public use of the roads/parks etc., you may also need a longer timeframe. This is purely a guide as to what might be the case.

4 – 6 MONTHS PRIOR	Meet as a full committee to discuss race concept, race management & team approach/responsibilities. Select section directors
	Develop task & duties check list for each co-ordinator
	Decide and contact key providers such as Traffic Management Company, medical, water safety etc.
	Design course and have TMP's drawn up by Traffic Management Company
	Establish budget
	Seek necessary local body approvals, DOC permits, pool bookings etc.
	Inform emergency services of the event
	Check website to ensure details of event are correct
	Book equipment such as marquees, bike racks etc.
Establish bank accounts	
3 MONTHS PRIOR	Committee meeting to review status of event
	Review budget
	Distribute entry forms
	Organise on volunteer group to be used for the event
	Ensure website is up to date with information on the event
1 – 2 MONTHS PRIOR	Complete competitor database as they register
	Order race supplies (cups, numbers, awards, signage, t-shirts, course equipment
	Arrange local media release and stories
	Liaise and remind local authorities of the event
1 – 4 WEEKS PRIOR	Committee meeting to review task reports
	Review budget
	Ensure race briefing is available on website
	Ensure all race equipment is ordered and available
	Arrange letter drop to local residents
1 WEEK PRIOR	Committee meeting to check all race requirements are arranged and/or delivered.
	Check all volunteer's availability and confirm meeting/briefing time
	Arrange local media release
1 – 2 DAYS PRIOR	Final marking of course
	Review checklist
	Athlete registration
RACE DAY	Be visible and approachable all day
	Respond to & quickly resolve any queries/issues
	Work with timing to prepare interim race results
	Complete prize giving quickly and efficiently
	Remain calm and cool throughout the event
1 – 21 DAYS AFTER EVENT	Respond to any post-race feedback
	Payment for all suppliers and Tri NZ
	Produce final budget
	Post-race debriefs
	Sponsor/race committee celebration

2.4 Insurance

As an affiliated club of Tri NZ your event falls under the Tri NZ Public Liability Insurance. Please note that any fines associated with the event are **NOT COVERED** as part of your insurance i.e. Health and Safety fine.

2.5 Permits and approvals

2.5.1 Council approvals

For events involving the use of council areas such as parks, reserves, streets or regional roads, council approval will be required to hold the event. Contact with the council needs to be made in the initial planning stages to ensure that the date you would like to have for the event will not clash with another event or rain date for an event.

Council requirements vary around NZ with standards and documentation that is required. Council staff will be able to help with the completion of these applications and some councils may even offer to contact emergency services and residents, however these details will need to be discussed at the time of the application.

Notify the city Council if you are organising an event that:

- May affect vehicles or pedestrian traffic
- May increase traffic to a specific area
- May require a road or foot path closure
- May require signage adjacent to a road

2.5.3 Permits – please refer to your local council for more information

Resource consent - It is the organiser's responsibility to check the provisions of the district plan to determine whether or not resource consent is required for any event. There will be different sets of objectives, policies and rules applying to each specific location.

2.5.4 DOC Permits

If your event is using Department of Conservation (DOC) land you will require approval from DOC to use the land. DOC will require to see many of your plans for the event including your Health and Safety Plan and may require the Health and Safety Plan to have an independent Audit.

At many fresh water locations around NZ DOC are now requiring that wetsuits are washed before use. Generally, DOC will provide this service – but you will need to contact the local office to get further details for the area.

Didymo (*Didymosphenia geminata*), commonly known as “rock snot”, is a freshwater alga native to the northern hemisphere. It was first discovered in New Zealand in 2004 and has now spread to a number of rivers in the South Island.

Didymo prefers to establish in cool, moderate flowing waterways that have stable riverbeds and water flows. Here it may exist as harmless colonies on submerged rocks, boulders and gravel, or it can “bloom”, forming extensive underwater carpets over river beds.



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3.0 Services

3.1 Volunteer Briefing

The overall objective of a volunteer is to assist the competitors to achieve a fair, safe, and satisfying event. They are there to direct the athletes and to respond to any incidents on the course.

It is important to ensure that the volunteers are well briefed as they will have to answer a lot of questions from people ranging from course descriptions to when prize giving will be held. It is best to give them as much information as possible or at least tell them where they can send people if they are not sure about something.

They need to be given a written brief as well as a verbal one on the day. The briefings need to include the following:

- Details of the course and event
- Description of their role and what is expected and where they will be located on the course – be specific as possible to avoid confusion.
- Time that they will be required and who will dismiss them when they have finished
- Details on the health and safety for the event – for example:
 - What to do in an emergency
 - Volunteers have a duty of care in their role
 - If they do not understand their role they need to advise event staff immediately
 - Roads are open – Normal road rules apply
 - Do not jump in front of a car to stop it
 - If wearing a HiViz vests, ensure it is done up correctly at all times.
 - Not to leave their location without telling someone first
- Communication plan if there is an incident who do they call and what do they do?

It is best if you can have a briefing with all or at least the head volunteer before race day – this way it means most people will already know what their role is on the day and at the briefing it is just a matter of backing this up.

Template for volunteer briefing provided in appendix.

3.2 Athlete Briefing

All competitors need to have read or attend a pre-race briefing. It is quite common these days to provide a written or video briefing prior to the event and then a short safety briefing just prior to the start of the race.

Information to be included in the race briefing is including but not limited to the following:

- Details of the swim, bike and run course. Maps to be displayed at the registration area.
- If in difficulty during the swim raise 1 arm above the head to alert the lifeguards.
- Alert about any hazards that may be along the course, e.g. potholes, gravel, traffic lights, windy areas etc.

- They will be told what to do in the case of an incident or emergency, who to contact and where first aid personal are located on the course.
- Athletes will be told that there is NO road closure for the event or restricted closure. Normal road rules apply and marshals and officials must be obeyed. If applicable no crossing of the centre line on the bike.
- Explained how many aid stations there are and where they are located
- Helmets are compulsory – rack to rack rule
- Swim cap, must be worn – safety reasons.
- No riding of bikes in transition

Template for athlete briefing provided in appendix.

3.3 Training Session Briefing

Similar to events it is important that you brief participants who are taking part in club training activities – this includes a safety brief and a sign-in sheet. Key things to include in the training session brief, particularly for ocean and open road sessions:

Ocean swim session:

- What to do if the participant gets into trouble i.e. arm up
- What the session involves on that day including length options i.e. swimming to buoy 1 and 2 then regrouping
- Any hazards that day i.e. choppy conditions

Cycling session:

- Note that the roads are always open and the participant must obey all road rules
- Riding single file is preferable
- What the session involves on that day including length and route
- Number to call if they get dropped or an emergency happens

Sign in sheet can be simple with the following headings included (this is a great way to ensure club members are all paid up for current membership year):

<i>'Club Name' Training sign-in sheet</i>	
<i>Date of session:</i>	
<i>Session start time:</i>	
<i>Name</i>	<i>Member of Club?</i>
Anna Russell	Yes

4.0 OPERATIONS

4.1 SWIM

4.1.1 Swim Course Layout

Open Water - Athlete ability needs to be the highest priority when setting a course along with any hazards or water conditions. Need to consider the tide and current, discuss with an experienced local lifeguard. For beginner swimmers it is best to have the swim parallel with the shore and not too deep so they can stand up if they need to.

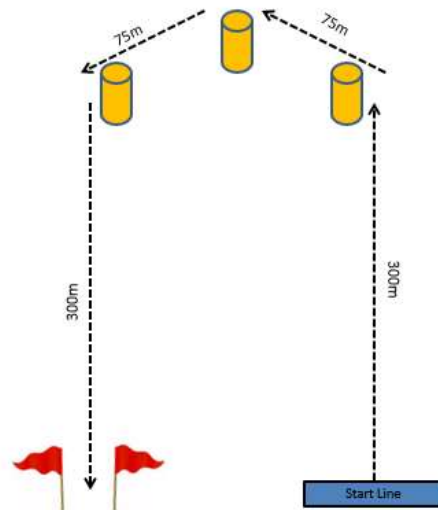
If the water is rough, then the course should be set closer to shore and at a shorter distance – refer to contingency planning for more information.

You will need to be able to identify a starting line, coral area and will need a medical rendezvous point where the water safety personnel can drop the athlete in to shore when required.

The entry and exit to the swim must have clean beach, no rock, and no glass.

The turns should be curved and the angle of the turn never less than 90° for the safety of the athletes and to reduce course cutting. Ideally the first buoy will be at least 350m from the start for Standard Distance and longer events to allow athletes to spread out prior to turning.

Sample swim course layout for 750m swim



4.1.2 Water Safety

It is recommended that a professional water safety provider be consulted/contracted to carry out the water safety for the event. Following are some points that should be considered:

- An IRB is important for water safety along with lifesaving belts on board. The propeller must have a prop-guard. All motorised boats should keep away from swimmers until needed as the exhaust puts oil onto the water surface.
- Surf skis (paddle boards) are the best option for working alongside an IRB.
- Kayaks are only suitable to provide a resting spot for a person in distress or to carry a lifesaving belt to give to that person pending rescue by the IRB.
- Trained and certified lifeguards on the water are required at the rate of around one guard for every 50 swimmers.
- A safety plan, which has already been prepared, must be clearly understood by the swim director and he must know how to place safety services into action should an emergency arise.

It is important to have a method to ensure that all athletes have exited the water. This can be by using timing chips to identify people going into and out of the water, or by reconciling the number of bikes in transition compared to the number of athletes still in the water. It is important to note if using the later method that sometimes an athlete can decide not to start and not inform the event personal.

4.2 TRANSITION

4.2.1 Transition Design & Equipment

Some key points to think about when designing a transition:

- The flow/direction of athletes in transition should be a one-way flow to avoid collisions and cross overs.
- Transition needs to be on a smooth surface, if on grass, it must be without holes or hazards.
- Transition entry and exit needs to be marked so it is easier for athletes to know which way to go.
- The design of the transition area will ensure that all competitors run an equal distance with/without their bikes.
- Ideally the transition area is identified by a fence or similar.
- Routes from swim to transition, from transition to start of cycle, return cycle and exit to run must all be coned or taped, to clearly show the route.

4.3 BIKE

4.3.1 *Bike course design*

The bike course (unless off-road) will need a Traffic Management Plan which will need to be approved by the local governing body and/or Transit (if on a highway). Approval of a Traffic Management Plan can take up to 2-3 weeks. There are many providers around the country who are qualified to write and implement a traffic plan and it is recommended that one of these providers are used to ensure that it is compliant.

- Ideally the course is swept before the event. Have brooms on hand to clean up any areas of glass etc. that are found on the course.
- Try to avoid and cross overs, railway tracks, compulsory stops and traffic lights. If there is no alternative route these will need to be coned and maned as per the Traffic Management Plan.
- Pedestrian crossings need to be manned to ensure no one walks out in front of a cyclist.
- Distance must be carefully measured. It does not matter if it is slightly over or under. What does matter is that the distance must be conveyed to competitors.
- The cycle course needs to be shown at registration and on the website so athletes have time to prepare and know the course before the event.
- Road marshals will be required to be at each road intersection and to be pro-active in controlling the safety of that intersection during the cycle or run segments of the race (or both). Road marshals who are assisting on the TMP should be 18 years or older.
- The road code is an important part of the event rules. Road Marshals must be aware of the road code and this should be included in the athletes race briefing
- Volunteers in areas where there are hazards, steep decent or an area where athletes need to slow down should be equipped with whistles and red flags to warn athletes.
- Plan for incidences on the course and have contingencies in place for events such as major accidents, flooding, wind etc.

4.4 RUN

4.4.1 *Run course design*

A Traffic Management plan will be required if the run is on the road or has road crossings. Following are some points to consider when designing a run course:

- The course must be sufficiently marked so there can be no doubt as to the correct course. An added extra is to have km markers
- Ideally the surface is hard and smooth, however this may not be achievable for cross triathlon events.
- Hazards such as curbs, steps etc. need to be managed and signed appropriately.
- Distance must be carefully measured. It does not matter if it is slightly over or under. What does matter is that the distance must be conveyed to competitors.

- A tail bike to follow up on last runner – this can be the same person as the lead bike. Important that this person notifies the race director of their progress throughout the run and also when the last person crosses the finish line
- Cross overs need to be avoided or managed

5.0 EVENT SUPPORT

5.1 EMERGENCY PLANNING

The purpose of a structured emergency response is to preserve life and property, and prevent further loss.

An emergency plan identifies responsibilities and procedures to be followed in an emergency. Event Staff are involved in the development of emergency procedures. Adequate first aid supplies need to be available throughout the event and First Aid Personnel when required. Where possible First Aid Kits should be included in Event vehicles on the course. It is recommended that all staff receive training in emergency procedures.

It is best practice to also notify the local hospital of the event, the number of participants and the likelihood and type of accidents that may require their services.

The likely emergency scenarios that may arise during an Event and the procedures for managing these need to be outlined in the Risk Analysis and Management System (RAMS) along with procedures for the following five scenarios:

- General Emergency procedures involving injury to a person(s) – this includes event staff and contractors during the setup and pack down of an event, plus the participants and spectators during the event.
- Lost Competitor or event staff or not recorded as having exited a leg of the event – this includes lost child procedures
- Motor vehicle accident or cycle crash
- Hypothermia / hyperthermia
- Fatality including drowning

5.2 HEALTH AND SAFETY PLANNING – RISK MANAGEMENT

The new Health and Safety at Work Act came into effect on 4 April 2016. Like the previous legislation the new law distinguishes between voluntary organisations who employ people and those that run on a purely voluntary basis. If you have paid workers your organisations will be a Person Conducting a Business or Undertaking (PCBU) under the Bill. A PCBU has the primary duty to ensure the health and safety of its workers and others, so far as is reasonably practicable. If you do not have paid workers, you're a volunteer association under the Bill. A volunteer association is not a PCBU so the Bill will not apply to it, however there is still the need to have a duty of care for the volunteers.

At the end of the day, the main point is that everyone – casual volunteers heling out in a club event on a Saturday morning, regular volunteers running a junior development programme, or paid workers managing a senior event are all kept healthy and safe.

The difference in the steps your organisation takes to protect its people should come down to the risks they face in the activity they are doing.

When it comes to keeping people healthy and safe, its best to think not ‘do I have a duty to this person’ but ‘what can I reasonably do to keep them safe?’

It is important to have a health and safety plan in place which outlines your duty of care and any hazards and how they will be eliminated, minimised or isolated. The possession of a plan is not sufficient protection to a race organiser. Those assisting in the race need to know what the risks are and how they are to be dealt with. Each person therefore must be fully aware of what the health and safety plan is.

Risk Analysis and Management System (RAMS)

Effective risk management applies a clear process to identify risks, sets an acceptable level for risks and takes steps to keep risks at that level. Risks are managed by assessing potential consequences and likelihood of occurrence, and working out a clear action and response plan.

The RAM System is a planning process used to determine what could go wrong (risk) and establishing how that could happen (causal factor); identifying controls for each risk (eliminate/isolate/minimize); and identifying who is responsible for ensuring the controls are carried out (this is most likely to be more than one person); and when they are carried out. In this document it is also important to assess the likelihood of the risk (Almost Certain – Rare) and the impact of the risk (Extreme – Insignificant).

Risk Identification Reporting System

All Risks are to be recorded on the Risk identification reporting form and reported to the Event Director or person in charge. All Risks will be reviewed after the event. In the case of identifying a Risk the following steps should be undertaken:

1. Talk to Event Staff/Management and record concerns
2. Identified risk to be discussed by management and event staff and actions or non-actions recommended (this process should be repeated at the pre-event meeting)
3. Actions taken to rectify concern or no actions taken (depending on the recommendations above)

Review Process

After the event a review needs to be conducted to ensure that risk controls are effective and any new risks are identified. Key event staff are involved in this review.

It is important that all members of the event team have an opportunity to voice concerns with the safety of the event by discussing with their appropriate manager as per the event role sheet.

New Activity Risk Identification

Prior to including a new activity, the identification of risks occurs through the following planning process:

1. Discussion of proposed activity including site visits
2. Identification and assessment of the Risks using the RAMS format, including existing known risks as outlined in the generic RAMS table for triathlons should be considered
3. Identification of the controls to manage these Risks

4. Assessment of the staff, training and equipment requirements
5. Identification of any development/alteration required to emergency procedures

Areas Identified as Requiring Specific Risk Management

With the purpose of identifying and managing significant risks in the operation of the Event the following areas can be noted:

- Equipment
- Health information
- Medical
- Competitor tracking procedures
- Road use
- Weather information
- Security
- Competitor briefing and information
- Support staff management
- Communications

6. Appendices

6.1 Appendix 1 - Risk Assessment Considerations

RISK ASSESSMENT CONSIDERATIONS

<p><u>Swim</u></p> <p>Swim course Poor water conditions Low water Quality Conflict with other users Swim exit Risk of drowning Swimmer identification Hypothermia Accident or injury</p>	<ul style="list-style-type: none"> - The course is clear of other users - Assessment made on the day and appropriate changes made - Check with Environment group for current status of water quality - Written letter to residents and Barbour Master to advise of time and location of event - Carpet placed over rough ground to prevent ankle roll and sharp objects - Safety boats and surf lifesaving personnel will be monitoring all swimmers - Swim caps must be worn (no black) - Some blankets and shelter for competitors available as well as hot drinks if required - Hospital notified and ambulance on site for transfers
<p><u>Bike</u></p> <p>Traffic Poor road conditions Drafting Conflict with other users Athlete fatigue Failure of equipment Cyclist identification</p>	<ul style="list-style-type: none"> - A Traffic Management Supervisor will be on site with a detailed TMP to reduce risks - Athletes advised of risks and more marshals posted to trouble spots - Technical Officials to monitor - Written letter to residents to advise time and location of cycle leg - Athlete given instruction to carry adequate water, medical attention given if required - Event waiver including athletes ensuring their equipment is safe and up to standard - Numbers written on athlete's body or number worn on torso
<p><u>Run</u></p> <p>Traffic Poor road conditions Twisted ankles Conflict with other users Athlete fatigue Loss of athlete Runner identification</p>	<ul style="list-style-type: none"> - A Traffic Management Supervisor will be on site with a detailed TMP to reduce risks - Athletes advised of risks and more marshals posted to trouble spots - All uneven surfaces will be explained in the event briefing - Written letter to residents to advise time and location of running leg - Athlete given instruction to carry adequate water, medical attention given if required - Record of numbers crossing each transition will indicate this - Numbers written on athlete's body or number worn on torso
<p><u>Transition</u></p> <p>Swim exit Bike racking Bike out Bike in Finish</p>	<ul style="list-style-type: none"> - Stones and uneven surfaces will be carpeted where injury is most likely - Bikes will be racked in a sensible manner so as to not overload the bike racks - Competitors must walk/run their bikes out of transition - Competitors must walk their bikes into transition and rack their bike where they originally had it - The finish chute will be separated from the transition area to avoid collisions

SAFETY SET CONSULTING

Health & Safety

Paper Audit:

This is the base level to be applied. Standard audit is \$800 this has been reduced to \$700 for Tri NZ events in recognition of the work they are doing in this space. The price does not alter with size of event, Health and Safety applies to all.

Onsite Audit:

An additional level you can extend to which confirms what you have committed to on paper is being implemented operationally. Bearing in mind this is an audit not safety management so generally the onsite process will take two to three hours. Safety management would run for the duration of the event. Hourly rate of \$130, milage of 85 cents per km and if the travel is over 250km an additional \$200 for accommodation and meals.

Prices quoted are excluding gst.

Benefits of Audit:

The festival and event industry is fiercely competitive with ever increasing numbers competing for sponsors and calendar space in regions. Practitioners must present their product in the best possible manner if they are to be successful. Undergoing an audit is one way you can be proactive in this space.

Auditing by a specialist festival and event auditor allows an independent set of eyes to critique safety systems providing a report that can be used as a yardstick for continuous improvement by management, an important aspect of the Health and Safety at Work Act 2015.

It also provides an additional level of mitigation to sponsors and host regions that the festival or event is operating under best practice and has robust Health and Safety systems in place. Beneficial as both sponsors and regions are protective of reputation and welcome the independent approach combined with the added assurance of a high quality well managed experience.

As the Health and Safety at Work Act 2015 embeds, the need for external monitoring will become a base requirement of hosting an event, engaging now will serve you well for the future.

Safety set Consulting offers this service along with other event specific products.

Warwick Hall is an internationally certified Festival and Event Executive and holds a Diploma in Health and Safety Management. His work within the Festival and Event industry has been recognized on the world stage and he sits on a global event think tank with representatives from twenty-two other countries.

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6.3 APPENDIX 3 – Tri NZ Competition Rules

A copy of the Tri NZ Competition Rules can be found at the following link:

<https://triathlon.kiwi/events/taking-part/information-and-race-rules/>

6.4 APPENDIX 4 – Sport NZ: Risk Management of Events

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/strong-organisations/Risk-Management-of-Events.pdf>

6.5 APPENDIX 5 – Sport NZ: Finding and Keeping Volunteers

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/officials-and-volunteers/Finding-and-Keeping-Volunteers.pdf>

6.6 APPENDIX 6 – Sport NZ: Free Online Health and Safety Training

<http://www.sportnz.org.nz/managing-sport/search-for-a-resource/news/free-online-health-and-safety-training-for-paid-and-volunteer-staff>

6.7 APPENDIX 7 – Sport NZ: Better Outcomes from NZ Sporting Events

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/events/Better-Outcomes-from-New-Zealand-Sporting-Events.pdf>

6.8 APPENDIX 8 – Sport NZ: Health and Safety Reform Bill Update

<http://www.sportnz.org.nz/news-and-events/media-releases-and-updates/articles/health-and-safety-reform-bill-update>

6.9 APPENDIX 9 – Sport NZ: Rugby World Cup Volunteering Resources

<http://www.sportnz.org.nz/managing-sport/search-for-a-resource/tools-and-resources/rugby-world-cup-2011-volunteering-resources>

6.10 APPENDIX 10 – Incident and Accident Report Form

PARTICULARS OF ACCIDENT / INCIDENT (please circle which)			
Date:	Time:	Location:	
DETAILS OF PERSON(S) INVOLVED			
Name:	Age	Number:	
Address:			
THE ACCIDENT			
Description of Accident:			
What Action did you take? (what consequences were enacted/was medical attention administered)			
What action did any others take?			
If a car was involved record the following:			
Make	Registration Number:	Number of passengers:	
Address:			
If the vehicle mentioned above entered a controlled area, describe the location:			
TREATMENT			
Was medical assistance called for? Y / N		Name of First Aider:	
Type of treatment given			
WITNESSES – if present record names and details			
INVESTIGATION			
Accident investigate by:			
What has or will be done to prevent it occurring again in the future?			