

Primary Winter Tournament

Risk Management Plan

August 2023

Background and Purpose

The purpose of this plan is to;

- Minimise, isolate, or eliminate (where possible) exposure to risk of all stakeholders in the Primary Winter Tournament
- Be transparent with insurers and obtain insurance rates at preferred rates.
- Ensure effective and efficient delivery of the event and its continued growth.
- Ensure safety of everyone associated with and involved in the event.
- Be a way for all key stakeholders to assess their own exposure to risk via this event.

Risk Management Team

Michael Wilson – Sports Director at Primary Sports Canterbury

Chelsea Love – Event Manager at Primary Sports Canterbury

Georgia Thomson – Participation Lead at Primary Sports Canterbury

Project Stakeholders

Stakeholders will assist in the monitoring of the risk action effectiveness and participate in the risk management reviews where necessary. This plan will be made available to them. The major stakeholders include, Primary Sports Canterbury, Participant schools, sporting bodies delivering activations, Christchurch City Council and venue/facility owners, participants and their whānau.

Risk Identification Process

Risk identification is a constant and ongoing process of identification, discussion, management, action and review. The identification process includes informal feedback from a variety of participants (entrants, spectators, volunteers, subcontractors) as well as formal reporting, which will include the following;

- The event management team
- Incident analysis
- Formal debrief sessions with key stakeholders
- Risk identification sessions

Risk Analysis Matrix

	Likelihood	Unlikely Current circumstance would need to change considerably for this to occur	Possible	Probable Circumstances make it likely this will occur or are changing rapidly in this direction
Severity				
Minor Little to no impact on the event viability & participants of the event		Low	Low	Medium
Moderate Some impact on the event viability & participants of the event		Low	Medium	High
Major Significant impact on the event viability & participants of the event		Medium	High	High

While Participating								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Equipment Use –use of equipment that is not suitable or of the quality	Reduced enjoyment and fairness for all.	Possible	Major	High	All equipment used is to be checked to ensure it is fit for the purpose with which it is being used.	Low		All to conduct checks on all equipment they are responsible for

required for the sports it is being used for.	Physical injury and emotional harm. Potential cost involved in sourcing suitable equipment.							
Outdoor Facility – use of an outdoor space with non-descript boundaries resulting in potential risks, eg getting lost.	Reduced enjoyment for all. Emotional harm. Physical injury.	Probable	Major	High	Bookings made as required. Clear boundaries shared with all users and site maps used when necessary. Briefings used to reinforce these expectations and boundaries. Site checks completed prior to the start of play each day and continual monitoring of venues throughout the day	Medium		PSC to select & book suitable venues. PSC & Coordinators to conduct a detailed briefing for all All to continually monitor during the tournament
Interaction with those outside of the event – various risks involved with the potential interactions with members of the public.	Reduced enjoyment for all. Emotional harm.	Probable	Major	High	Briefings used to share expectations and boundaries with all. Teams expected to have adult supervision provided for the entire tournament.	Medium		PSC & Coordinators to conduct a detailed briefing for all All to continually monitor throughout the tournament
Surfaces – the surfaces used to play on may cause risk due to their quality.	Reduced enjoyment for all. Physical injury. Emotional harm.	Possible	Major	High	Surfaces selected only after checks made as to their quality and suitability for the designated sports. Continued checks and monitoring of the surface throughout the tournament.	Low		PSC to select venues that are suitable All to continually monitor in case of a change to the surface during the tournament

Formatting, structures and sports rules – inappropriate set up for the age group.	Reduced enjoyment for all. Physical injury. Emotional harm.	Possible	Major	High	Careful selection of tournament formats using guidance from external experts to ensure appropriate use of time and space and the sport specific rules	Low		PSC to consult with all external stakeholders as required to ensure appropriate formats, structures and rules are used.
Prior to Participating								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Selection/qualification process – the processes used, or limits put in place result in a negative experience when qualifying or being selected to play.	Reduced enjoyment. Emotional harm. Unnecessary exclusion from or reduction in participation.	Possible	Major	High	Maximum capacities used for all sports and shared as early as possible. Guidance provided to all as required, eg squad sizes, qualification process etc. Fair and reasonable processes expected by all when selecting teams.	Medium		PSC to set tournament sizes and squad size information early Schools to engage in appropriate processes when selecting their teams
Transportation – various risks involved in the use of motor vehicles on public roads and in car parks etc	Physical injury. Emotional harm.	Possible	Major	High	All drivers used are to be licensed Adult supervision of all throughout the transportation process	Medium		Schools to conduct checks on drivers and provide teams with suitable adult supervision
Organisational (PSC) Risk								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Financial – unforeseen increased costs incurred	Reduced viability for this or other events in the future	Possible	Major	High	Careful and thorough budgeting. Comparable quotes gained as required.	Low		PSC to carry out all necessary and

when hosting the tournament	Reduced participation opportunities				Tournament alterations made when potential financial impacts identified			reasonable financial forecasting
Reputational – actions within the tournament harm PSC’s reputation	Harder to gain future support from external stakeholders	Possible	Major	High	Clear expectations for all participants generated and shared	Medium		PSC to share expectations with all All to understand and align to shared expectations
Relational – actions within the tournament harm PSC’s relationships	Harder to gain future support from external stakeholders	Possible	Major	High	Clear expectations for all participants generated and shared Ongoing communication had with all stakeholders	Medium		PSC to share expectations with all All to understand and align to shared expectations

Key:

PSC – employees of Primary Sports Canterbury.

Deliverers – any identified person/s that have a designated role within the event/activation

Coordinators – representatives from the schools that have been identified as the coordinator of each of the ‘spaces’.

Schools – individuals employed by or working on behalf of the schools, eg teachers, coaches, managers and officials connected to teams.

Sports – individuals from the sporting organisations that are present at the event/activation.