

Indoor Tournament

Risk Management Plan

As at 08/07/23

Background and Purpose

The purpose of this plan is to;

- Minimise, isolate, or eliminate (where possible) exposure to risk of all stakeholders in the Indoor Tournament Event
- Be transparent with insurers and obtain insurance rates at preferred rates.
- Ensure effective and efficient delivery of the competition 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

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 in 2023;

- 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			
Low Minor impact on the event viability (low cost implication)	Low	Low	Medium
Medium Moderate impact on the event viability (measurable impact on delivery, 3-20% of budget)	Low	Medium	High
High Major impact on the event viability (major impact on delivery, 20%+ of budget)	Medium	High	High

Sport Specifics – all individual sporting risks are included in the generic H&S notes below

Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Venue	Increased risk of physical injury	Possible	Medium	Medium	Venue equipment is to standard for the event to take place. This involves clear communication with all venues leading up to the day.	Low		PSC – Event Manager Venues
Transport	Increased risk of health and safety for participants	Possible	Medium	Medium	Letting the schools know where pick up and drop off area is for the children so they can inform those who are transporting children	Low		PSC to ensure those coming are aware of the parking and pick up and drop off zones at the different venues

Health & Safety

Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Insufficient first aid cover	Increased risk of health and safety for participants	Possible	Medium	Medium	All surfaces and equipment checked prior to use. Clear & concise sharing of responsibilities for us and schools	Low	PSC to take our first aid kit	PSC – Event Manager Schools
Communication issues during the event	Poor quality experience for all involved	Unlikely	Medium	Low	Ensure communication is clear prior to event, review when necessary	Low	Communicate and check in on everyone and their roles during the event	PSC – Event Manager Schools
Volunteers/marshals not adhering to expectations.	Poor quality experience for participants	Unlikely	Medium	Low	Ensure communication is clear before event starts	Low		PSC – Event Manager Schools
Personal injury while participating	Poor quality experience for participants	Unlikely	Medium	Low	During the event participants need to be aware of safety during tournament			PSC – Event Manager
Poor quality surfaces	Poor quality experience for participants	Unlikely	Medium	Low	The venues will be checked prior to the event starting for any hazards for the participants on the day			PSC and venues will check quality of surfaces on the day
Interactions with members of the public	Increased risk of health and safety for participants	Unlikely	Medium	Low	Make sure communication is had with schools prior to Indoor tournament starting around the safety of children in public/private places			PSC to communicate with schools, schools to have clear discussions with their students around safety in public places
Safety during transport to & from event	Increased risk of health and safety for participants	Unlikely	Medium	Low	Clear car park area for children to be dropped off and picked up from event. This ensures the safety of children getting to and from the event in a safe way.			PSC are to ensure this area is clearly communicated with schools prior to the event. Schools are to relay this information to parents/team

								managers who are transporting children
Cleaning & Hygiene – high levels of personal hygiene is required otherwise sickness is passed on	Poor quality experience if people are sick with increased risk of infection to others	Unlikely	Medium	Low	General hygiene is important. Everyone needs to follow good hygiene practice to keep all those involved safe. (If students are sick, they need to stay home)	Low		PSC Sports & Coordinators to ensure students have good general hygiene.

Financial								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Increased contractor fees	Increase in costs effecting sustainability of the event	Unlikely	High	Low	Being transparent with contractors, clear communication	Low		PSC
Reduction in sponsorship income	Increase in costs for PSC effecting sustainability of event	Unlikely	High	Low	Ensure strong relationships with all funders. Maintain these relationships so all changes are signaled as early as possible	Low		PSC
Unexpected expenses incurred	Increase in costs effecting sustainability of the event	Unlikely	High	Low	Request quotes prior to final inclusion of delivery organization	Low		PSC

Governance								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
PSC unable to fulfill its event organization obligations	Poorer quality experience for participants and deliverers	Unlikely	High	Medium	Suitable lead in time for planning and organization of event	Low		PSC – Event Manager
External providers/ contractors/deliverers unable to fulfill their role	Poorer quality experience for participants. Negative impact on event & PSC	Unlikely	High	Medium	Clear and concise communication of purpose & expectations during the planning phase.	Low		PSC – Event Manager RSOs
Operational								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Loss of key contractor/ provider/deliverer	Poorer quality experience for participants	Unlikely	High	Low	Keeping a strong relationship with our RSOs so the support continues from them	Low		PSC RSOs
Risk analysis does not adequately identify and detail actions to avoid, isolate, mitigate, or eliminate risks	Poorer quality experience for participants	Unlikely	High	Medium	Update Risk Management plan when necessary	Low		PSC- Event Manager

Inadequately chosen structures or organisation of event	Poorer quality experience for participants	Unlikely	High	Low	Include categories that are appropriate for age of children and will encourage engagement in physical activity	Low		PSC
Inadequate management of any part of the event	Poorer quality experience for participants during the event	Unlikely	High	Low	Suitable lead in time for planning and organization so the day runs smoothly. Have all information up to date on our website for all stakeholders to access	Low	PSC to have information clear to find for sports coordinators/parents of students	PSC – Event Manager
Failure of key system – timing system, comms system etc	Potential stakeholder unaware of expectations & opportunities	Unlikely	Medium	Low	Contact details checked & updated as required. Multiple contact avenues used as required.	Low		PSC Schools – Sports Coordinators
Inadequate crowd control	Poorer quality experience for participants, with negative impact on the event	Unlikely	Medium	Low	Clear communication with schools of what is expected of children and their behavior at event	Low		PSC – Event Manager Schools – Sports Coordinators
Environmental								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Extreme weather conditions	Increased risk of health and safety incident for participants & deliverers	Possible	Medium	Low	Suitable & sensible use of venues/facilities planned for & maintained in accordance with up to date, reliable & detailed weather forecasts	Low		PSC – Event Manager
Substandard surfaces	Increased risk of health & safety incident for participants & deliverers	Possible	Medium	Medium	All surfaces & equipment is to get checked prior to any use to ensure its suitability for purpose	Low		PSC – Event Manager Venues/RSOs

Promotional – comms, media & marketing								
Risk	Impact	Likelihood	Severity	Initial Rating	Avoidance and mitigation	Adjusted Rating	Comments	Responsibility
Ambiguous or inaccurate information published	False idea of what is involved with event	Unlikely	Medium	Low	Ensure communication is clear for all prior to event	Low		PSC – Event Manager
Lack of support to share information about the event by external organizations	Poorer quality experience for participants due to lack of entries	Unlikely	Medium	Low	Ensuring we have a positive relationship with RSOs/venues, so they are willing to support, share and engage with our event	Low		PSC
Incorrect contact details used for direct messaging with membership	Schools unaware of events/important information	Possible	Medium	Low	Making sure contact details are kept up to date when changes are made	Low		PSC – Event Manager
Negative interactions via social media	Harming PSC or stakeholder reputation, future iterations of Series impacted, reduction in reach, and potential financial support	Possible	Medium	Medium	Ensure positive social media content is shared, monitoring all responses so negative interactions can be sorted appropriately and in a timely manner	Low		PSC Schools

Key:

PSC – employees of Primary Sports Canterbury.

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 any of the competitions.