



2018 NZSSARC Event Management Plan (encompasses Safety Management)

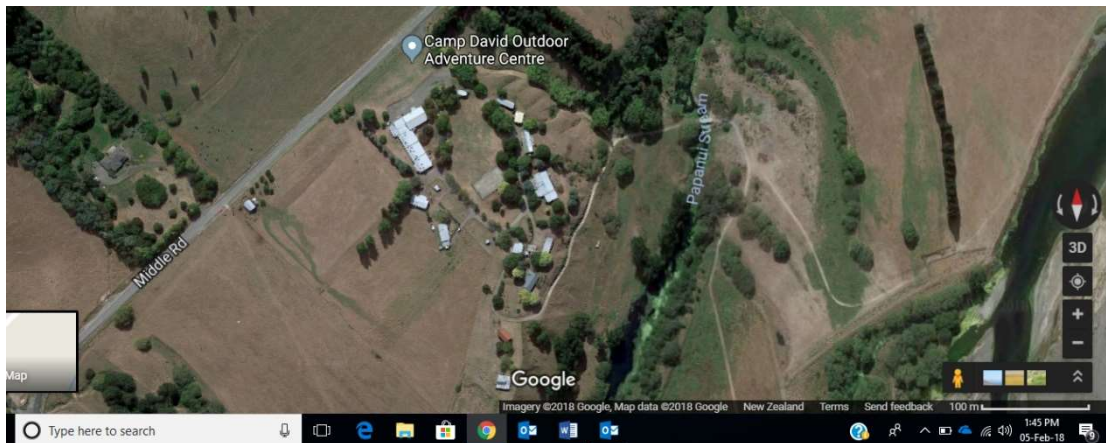
1. Purpose the event.

To provide a **Safe, Fun and educational** race, that will inspire trust, teamwork and self-belief in an environment that embodies and promotes holistic growth and healthy competition.

2. The Site/s where the event will take place.

The 2017 GO-4-12 Youth Adventure Race will start at the Camp David Adventure Centre in the Hastings District.

The first section of the event is on the Camp David grounds and will allow be timed to finish on day break.



The event finishes at Camp David Adventure Centre.

3. Dates and times.

Start **5:30am Saturday 13th April**. Date of return Time **5:30pm Saturday 5:30am 13th April**.

4. Transport arrangements. Teams must travel unassisted,

5. Details of outside provider.

Peak Safety First Aid - Mark Woods (Budgie) 021 555 904

6. Event Organizer Postal Address:

3 Peaks
P O Box 2584
Stortford Lodge
Hastings 4153

7. Event Director

David Tait – 0273600086

8. Details of programmed activities.

The GO-4-12 Youth Adventure Race is also the Official New Zealand Secondary School Adventure Racing Championships. It is an authentic adventure race with the core disciplines consisting of mountain biking, walking/running, kayaking, rope skills and navigation. The race is 12 hours in duration and the teams of four will face both physical and mental challenges while covering a picturesque course.

9. Details of hazards and required skills.

Teams will encounter a variety of activities that will present some level of risk. The highest risk to the event is those activities that individuals need to manage their own safety is Mountain Biking. Teams must ride in control at all time.

During the Navigation sections all effort will be taken to avoid hazards such as cliffs, but teams must use their judgment when navigating.

During the River tubing section there will be safety kayakers along the way. Teams need to be able to paddle tube raft on moving water and must wear approved safety equipment. The main hazards are trees on the riverside and a flood damage prevention structure all of which are easy to avoid.

10. Skills competitors should practice.

Teams will need to train in a variety of terrains and conditions that they may expect to encounter during the race. The GO-4-12 will include the following terrains, hill, river, streams, farmland, forest and tube rafting on the Tuki Tuki..

Teams will need to be able to navigate on both topographical maps and orienteering maps. Teams will need to be familiar with safety equipment such as climbing harnesses, helmets.

11. Assisting organisations

Organisations and/or members of organisations to be involved in the day are: Hawke's Bay Canoe Club, Hawkes Bay Orienteering Club, Sport Hawke's Bay

12. Support person or persons.

Each team must have a designated support person or persons. They are responsible for the behaviour of the teams and in part monitoring the young people's wellbeing.

- It is up to each team to provide for their nutritional sustenance during the race itself.

13. Contact Details Collection

Name, address and telephone number of the contact for each person will be collected in the registration process pre-event in case of emergency. A copy will be with the race director and on file.

14. Site visits

Each section of the event will be visited pre-event to assess hazards and predict timings.

15. Size and composition of the teams:

- **The New Zealand Secondary School Adventure Racing Championships**
4 person teams competing in three divisions.
BOYS, GIRLS and MIXED (Teams must be year 11-13 and be from the same School)

- **The GO-4-12 Youth Adventure Race**
4 person teams competing in three divisions.
BOYS, GIRLS and MIXED (Teams must be year 15 Years plus)

16. Information on parental consent and Waiver:

Comprehensive information about the event will be available on the GO-4-12 Website www.go412adventure.co.nz and in mail out information.

17. Legs, activities and management strategies.

Section One: Special Activities

Section Two: Tube Raft

Section three: Special activity

Section Four: Tube Raft

Section Five: MTB

Section Six: Rogaine

Section seven: Orienteering

Section Eight: Special Activities

Section nine: Trek

18. Each of the following been assessed during the planning process of the event.

- Are venues appropriate for activities planned? **Yes** / No
- 2. Is there suitable vehicle access for emergencies? **Yes** / No
Note: In places the Rogaine has limited road access, but the Hawkes Bay Rescue Chopper has been contacted. Hangar telephone: +64 6 878 1633 Hangar. There will also be an off-road ATV available.
- 3. Is there a supply of fresh water on site? – **Yes** / No - There is clean water at camp and TA 3.
- 4. Is communication available at the venue in an emergency? **Yes** / No

19. Coms Plan: Spot Trackers – All Teams, Cell phone coverage minus under Mt Erin. Two Inreach Sat phones for remote locations. All teams will carry a cell phone.

20. Hazard management strategies

Are there hazards that require specific management strategies? **Yes** / No

- Signage and marshals will be placed at the road crossing.
- Road manage in place for flooded river option MTB.
- Signage will be placed on the mountain bike leg if on the road. (though should be off road).
- The route for the mountain bike section will encourage the use of low level tracks.
- There will be kayak marshals on the tube section.
- In the event of bad weather, the course will be modified.
- In the event of high water teams will mountain bike instead of tube.

21. Event Venue – Camp David Education Centre

- Does the facility have a current building Warrant of Fitness? **Yes / No**
- Are there any age constraints or special conditions for use of any of the activities on offer? Those set by the race rules. **Yes** see rules.
- Are there suitable and adequate hygiene/toilet arrangements for off-site activities? - Camping ground and key transitions. **Yes**

22. Event Information

- Has adequate information been given to teams and support crews? - **Yes**

All teams are given rules and information sheets, plus race notes and we hold a briefing before the event.

23. Equipment

There is a gear check the night before the event and a comprehensive list is included in the race rules and information sheets.

24. Regulations

The Course

Sections of course may be modified or cancelled at any time by the organisers due to bad weather, security or other unforeseen circumstances deemed suitable by the race director. Competitors must follow the course designed by the race director and must comply with the spirit of the competition. Any team found off the course without any suitable explanation could lead to severe penalties or disqualification.

25. Check points

The course is made up of checkpoints that competitors must pass as a whole team. A checkpoint is usually manned by event officials but can also be remote and unmanned. A transition area is not only a checkpoint, but also an assistance area where the teams meet their support crew and can aid their team to change discipline, give medical care food and supplies. Checkpoints are noted on competitors and assistant notes. Each checkpoint has a point value and though most must be past as part of completing the course and therefore compulsory, there will be some checkpoints and/or activities that if attained will give a team additional points. Each team member must be present at a checkpoint to check in on arrival and check out on departure with the officials. The reference time is the time calculated when the last member of the team has crossed through the checkpoint. In case of a remote and unmanned checkpoint, team must follow the instruction given to them at the briefing. e.g.: record a password/number in order to prove their passage.

Missing a compulsory checkpoint will result in the team being excluded from being ranked. Teams must follow the instructions given by officials responsible for the checkpoints.

26. Cut-off times and alternative courses

All teams must finish the course within the 12 hours allotted failing to do so will mean that points will be deducted in relation to the amount of time that a team is overdue. The organisation reserves the right to impose cut-off times on sections of the race, for logistical and safety reasons, at any time.

An alternative route will be put in place for the teams who haven't made cut off times. This route is set in advance and must be followed. Subsequent cut-off times will also be put in place for that altered course.

Cut-off times and penalties will be announced at the briefing and notified on the competitors' instructions.

27. The Team

The GO-4-12 Youth Adventure Race is a competition for teams 4 high school age youths 15 plus each team must have at least 1 assistant. NZSSARC Teams must be Year 11+ and from the same school.

The team must have an appointed leader who will be the interface with the organisation.

- He /She will receive information, instructions and will be notified about any kind of decision taken by the organisation.
- He/She will advise the organisation of matters such as withdrawal of a team member, or the entire team, or be the spokesman for any complaints or protests.
- He/She is also responsible overall for the entire team.

Special Note: Two team members should be able to navigate with compass and topographic map and an Orienteering Map.

All team members are to remain together at all times. Team members must be within 100m of each other at all times.

If a team member is injured and unable to continue one the team must use their Spot Trackers to call for assistance. Teams can use their phone if they have coverage to call the race management 0273 6000 86.

For safety purposes, all competitors must:

- Know how to swim
- Be confident while paddling a tube raft on moving water (Tuki Tuki River).
- Attend race briefing (no exceptions).
- Must have trained sufficiently to complete a 12-hour non-stop adventure race competition such as The GO-4-12 Youth Adventure Race (Teams should contact the race director for advise).

The organisation reserves the right, after consulting the medical team, or for any other reason deemed suitable by the Race Director, to forbid a competitor, or a team, from setting off on or continuing on the course.

Health profile

All teams are to disclose any health issues in the entry form documents. Competitors are expected to take precautions, manage their condition, and take personal medications. The Event Director reserves the right to refuse entry to a participant if they believe a condition presents a real risk to a competitor's safety during the event.

28. Records of Medication Administered

If the Medical Team are required to administer medication the following 4 items must be recorded - Competitor Name, Date, Time, Condition, Medication, Dosage

29. Staff competence

All adult marshals, instructors and or helpers must have the Skills/experience/qualifications for their position.

30. Volunteer helpers

- *Appropriate volunteers will be selected.*

- *Records of volunteers must be kept*

31. Transport safety - volunteer / contractor

All people driving vehicles must have - Full car license, Passenger service license (if transporting paying passengers, HT if the vehicle is a heavy traffic, All vehicles driven on the road must be road worthy and have a current Warrant of Fitness and registration. If applicable they must have a Certificate of Fitness. All vehicles must be covered by one of the following insurances Third party property, comprehensive ✓

When carrying passengers: Each passenger in the vehicle will use a seat belt (if fitted and required). The seating capacity of the vehicle will not be exceeded.

32. Steps that have been taken when assessing Risks

- Identify the risks (losses or damage) that could result from the activity.
 - Physical injury, • Social/psychological, • Material (gear or equipment), • Programme interruption
- List the factors that could lead to each risk/loss.
 - People, • Equipment, • Environment

The following strategies will be used to reduce the chances of each factor leading to the risk/loss.

- Eliminate if possible, • Isolate if can't eliminate, • Minimize if can't isolate, • Cancel if can't minimize
- **The 3 Peaks Emergency Plan will be used to manage each identified risk/loss.**
 - Step by step management, • Equipment/resources required
- **There will be continual monitoring of safety during the activity.**
 - Assess new risks, • Manage risks, • Adapting of plans if needed.

33. The following considerations were taken into account when setting the course and the activities:

– for physical and emotional safety

(when completing SAP, RAMS or other risk assessment process)

Who, Age, Competitor Numbers, Staff available, Staff skills needed, Volunteer helpers required, outside providers/instructors needed, Experience required, Ratios, Cultural safety: Head touching Swimming for Maori/Pasifika/Somali girls, Observing site significance for cultural groups, Fitness, Anxieties/feelings, Motivation, Student Needs: Educational opportunities, Medical, Language abilities, Cultural, Behavior, Physical disability. Social and psychological factors: Get-home-it is, Risk shift, Dropping your guard Unsafe act/s by participants, Error/s of judgment by staff/instructors

People Resources and Equipment Environment Checklist

Information to Parents or Whanau **YES**, Plans and systems **YES**, Clothing **YES – As per rules**, Footwear **YES – As per rules**, Food and drink **YES – As per rules**, Transport **YES – As per rules**, Toilets **YES – On Site (Need Extra Toilet Paper)** Safe drinking water **YES – We will also advise teams where extra water is.** First-aid kit and knowledge **YES – As per rules (there is also a First Aid Team)**

Equipment maintenance, quantity, quality

YES – As per Standards outlined in the organisations SMP, SOP, AMP

Are sleeping arrangements/ facilities culturally appropriate? **YES**

34. Weather

The Course will be modified if the weather is going to impact safety (the Rogaine will be shortened) – The Current forecast will be attached to this document for the race day management. Weather will be monitored during the buildup and throughout the day.

35. Flooding

If the Waikou River is flooded or threatening to flood teams Mountain Bike.

36. Useful Contacts

- Nearest doctor – 4172, 33 Napier Rd, Havelock North 4130
- Nearest hospital – Hastings **Hawke's Bay Hospital Soldiers' Memorial**
Omahu Road Hastings Tel:: 06 878 8109
- 1. Nearest police station Hastings - 205 Railway Rd, Hastings, Phone: 06-873 0500
- Department of Conservation - Hawkes Bay District Office Tel: +64 6 834 3111
- Nearest fire station – 15 Karanema Dr, Havelock North
- **Hastings District Council**, 207 Lyndon Road East Hastings -06 871 5000 Animal Control - (06) 871 5000. Also, phone the Royal New Zealand SPCA in Hastings on 06 8788733.

37. Communication lines during a serious incident at the event:

If there is serious accident during the event, the safety and first aid staff will manage the incident and will communicate to the Event Management team any information regarding the injured parties condition. The Event Management Team and the Race Director will communicate any information to the Teams support crew as it comes available. The event staff and the management team will observe the 3 PEAKS Emergency Procedures. School Team managers will need to be familiar with their school's policies and procedures, so they can communicate information to their management and board in line with their school's policies. The 3 PEAKS will not release details of minors involved in an incident and this is the responsibility of the school management.

38. Hazard management strategies

Incident Reports

All accidents or incidents during the event will be recorded in line with 3 Peaks Policies and Procedures.

39. Organisation's safety performance Check List.

Please note that none of the activities in the race come under the Adventure ACTIVITIES Regulations. *

- Are records kept of incidents and accidents **Yes**
- Are logs kept of equipment use? (for example ropes) **Yes**
- Is there a safety management plan for each activity? **Yes**
- Have the organisations Safety Management Systems been Audited – **No** *
- Has the Organisation done a safety review – **Yes**
- Has the Organisation got a current Safety Audit Certificate – **No**
- Can we supply a list of instructors who will be used for our event – **Yes**
- Can we confirm that if personnel are changed for any reason, people of equal professional capability only will be used – **Yes**

40. Event review and evaluation

A debrief will be held with all staff, contractors and volunteers involved in the event, to discuss:

Accidents and incidents, Improvements for future, what worked well, positive outcomes of the event - This is to be documented and filed with management. A participant evaluation will be done after the event and a Report will be written to NZSSSC.

41. Contact details

AINSWORTH LTD TA 3 PEAKS

e. 3peaks@xtra.co.nz

p. 06 870 8344

m. 027 600086

GO-4-12 Youth Adventure Race - NZSSARC

Friday 13 April – Sunday 15 April 2018

w. www.go412.co.nz

