

**NEW ZEALAND
RUGBY LEAGUE**

Event Planner

Foreword

Rugby League events provide important social and economic highlights for our sport.

These events represent our sport in the public domain and as such we must take all practicable steps to ensure they are successful and present Rugby League to the public in the best way possible.

To assist our zones, districts and clubs to meet statutory obligations under Health & Safety legislation (HSE Act 1992) and other relevant regulations there is renewed focus on planning for events and a need for guidelines that will help event organisers plan a successful event.

Effective planning also allows us to review our events and strive to achieve our goal of continuous improvement in everything we do.

New Zealand Rugby League intends for all events to adhere to good safety and planning principals and defines responsibilities to those managing the events

This document is intended to provide a guideline to meeting the requirements and expectations of the various stakeholders involved in the event organisation at local, regional and national level.

Events should be fun for those involved, as well as providing safe environments. The public has an expectation and a right to be safe at all public and private events. Those holding such events have a responsibility to guarantee their attendees the safest environment practicable.

This document is NOT intended to:

- be a legal document
- supplant any existing council/national legislation or documentation

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2. The Event Stages

2.1. What is an Event?

A simple description of an event is:

Any planned activity where any structure, open area, roadway or other area will contain more people than normally found in that location at one time.

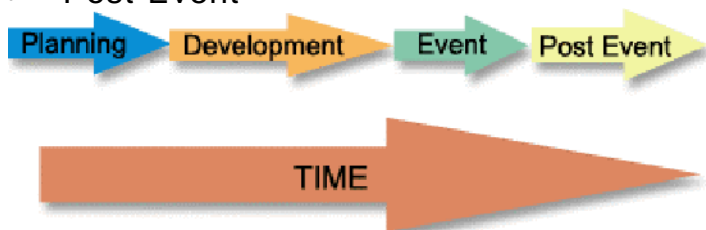
Where there are less than 500 participants and spectators expected in total this document should be used as a guide of the areas to be considered.

Where 500 or more participants and spectators are expected the this event guide is to be used.

2.2. Event Timeline

No matter what the nature or size of an event, its lifecycle can be described as having four stages.

- Planning
- Development
- Event
- Post-Event



An event takes time to plan.

Guidelines for Developing an Event Plan

An Event Plan (EP) should contain all the information that will be required to ensure that the event will be run successfully, and achieve the objectives set by the organizing committee meeting the health, safety and welfare needs of all those attending the event, including employees, public, players and contractors (if applicable).

The EP will include the following information:

- Details of the organisation for the event. This will include the roles and responsibilities of those people given for the event. This will include the person ultimately responsible through to those who will have responsibilities leading up to and on the day of the event.
- A description of the event, likely numbers of people attending, description of those areas which have public access and those closed to the public. It may be necessary to consider a system for limiting the numbers of people attending.
- An event risk assessment is required and will help determine what systems or precautions are required to manage the event safely.
- A description of the timeline of the event, from the setting of objectives and funding through to the event set up to event pack down, duration of the event and a post event evaluation for learning purposes.
- A site safety plan detailing evacuation and assembly points, first aid facilities, etc
- Level of support expected/required from the club, the Zone, the NZRL and external parties such as media and vendors.
- Fire emergency arrangements in the event of a fire (marshals/wardens/), emergency controller, etc.
- First aid arrangements for the event. This will include provision of suitable numbers of trained first aiders.
- Reliable communication must be in place between event organisers and those involved in the running of the event.
- Transport management plans, parking, emergency access and clearways etc
- Emergency plans for dealing with serious incidents
- If necessary, crowd management plans.

Remember that no-one has time to read a plan when an incident occurs! Everyone involved must be fully versed in their roles and responsibilities and their actions in the event of an emergency.

Event Information Sheet

Event Information	
Name of event	
Date of event	
Proposed venue	
Event manager's name	
Organisation name	
Address	
Phone	
Mobile	
Email	
Fax	
Target audience (children, youth, family, etc)	
Expected numbers	
Description of the event	
Alcohol to be supplied	
SIGNED:	DATE:

Pre Event Planning Form 1

Pre-Event Planning Checklist	Completion Date
Establish Event Organising Committee <ul style="list-style-type: none">Identify delegated responsibilities Complete Form 1.1	
Funding and sponsorship <ul style="list-style-type: none">Ensure adequate finance for the required budget and mitigate any financial risk. Complete Form 2.1	
Check local and regional event calendars	
Research events of a similar kind	
Select appropriate venue	
Identify and contact key stakeholders Complete Form 3	
Apply for permits and licenses	
Develop Event Hazard Management Plan Complete Form 4	
Identify relevant laws and regulations	
SGE Form 1	

Organising Committee Form 1.1

FORM 1.1 Organising Committee Names & Responsibilities: (One person may have more than one area of responsibility)	
<p>Event Organiser:</p> <p>Name:</p> <p>Contacts:</p> <p>Ph:</p> <p>Mob:</p> <p>Fax:</p> <p>Email:</p>	<p>Overall Event Responsibility including safety & Risk</p> <p>Tasks: Relationship management (Stakeholders & Emergency Services etc). Human Resource Management Financial Management (Add or delete responsibilities as necessary)</p>
<p>Event Logistics Manager</p> <p>Name:</p> <p>Contacts:</p> <p>Ph:</p> <p>Mob:</p> <p>Fax:</p> <p>Email:</p>	<p>Event Day Onsite Manager</p> <p>Tasks: Emergency Management Coordination Traffic and Parking Management Site Management Security Management Waste Management Facilities Management Staff allocation and briefing (Add or delete responsibilities as necessary)</p>
<p>Event Marketing Manager</p> <p>Name:</p> <p>Contacts:</p> <p>Ph:</p> <p>Mob:</p> <p>Fax:</p> <p>Email:</p>	<p>Pre event marketing and promotion</p> <p>Tasks: Promotion Advertising (Local Media) Media Releases (if required) Media Management (including at the event) (Add or delete responsibilities as necessary)</p>

<p>Event Safety Manager Name:</p> <p>Contacts: Ph: Mob: Fax: Email:</p>	<p>Event Safety & Legislative compliance</p> <hr/> <p>Tasks</p> <p><i>Pre event:</i> Health & Safety Guidelines including hazard assessment. Alcohol Management Plan (If provided how risk is minimised, if not how to ensure it is not brought in) Water Supply Management Food Management First Aid Provisions</p> <p><i>Event:</i> Staff, Volunteer and Player Safety Public Safety (Add or delete responsibilities as necessary)</p>
<p>Event Legal Manager Name:</p> <p>Contacts: Ph: Mob: Fax: Email:</p>	<p>Contracts, permits and other legal responsibilities</p> <hr/> <p>Tasks:</p> <p>Acquire: Permits Consents Insurance Finance Contracts (Add or delete responsibilities as necessary)</p>

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Budget and Funding Form 2.1

Funding and Budgets			
Total Event Budget (Expected Event Expenditure)		Total Event Funding:	
		Trust, grants Funding Amount:	
		Sponsorship, Fees other Funds: (incoming)	
		Fees & other funding	
Financial Risk:	Total Event Budget- Total event Funding:		
<p>If Event funding is less than the event budget, the figure is a financial risk to the Zone, District, Club or Organising group. Detail who is at risk and how the risk is being minimised:</p>			
Budget breakdown:	Area	Allocated Budget	
	e.g. Referee Costs		
	e.g. Toilet Facility Costs		
	e.g. First Aider Costs		

Stakeholder Contact List		
Stakeholder	Contact name	Phone/Email
Local council contacts (specify department) eg, for road closure, waste, construction		
Police		
Fire Service		
First aid and ambulance <ul style="list-style-type: none"> • First aid • Ambulance • Medical/health care ie, doctors, physiotherapists 		
Public health		
Security Company		
SGE Form 3 p1		

Stakeholder Contact List

Stakeholder	Contact name	Phone/Email
Hire company		
Liquor licensing		
Road authority		
Local business		
OSH		
Media		
Local bus company		
Local taxi company		
Residents		
Business owners		

SGE Form 3 p2

Event Health & Safety Form 4

Health and Safety plan & Event hazard management plan (This form is to be printed and on site on event days)

Event name	<input type="text"/>	Total Anticipated crowd numbers	
Event location	<input type="text"/>	Spectators <input type="text"/>	Participants <input type="text"/>
Pack in date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Event date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Pack out date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Event Organiser	<input type="text"/>	On the day contact number	<input type="text"/>
Alternative contact	<input type="text"/>	On the day Contact number	<input type="text"/>
Safety coordinator	<input type="text"/>	On the day contact number	<input type="text"/>
Event facilitator	<input type="text"/>	Council 24hr contact centre	379 2020

INSTRUCTIONS

- The responsibility is on the event organiser to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.
- Please identify hazards and issues in the boxes and describe how each hazard or issue is to be managed. Ask yourself “what if?”
- Assess if the risk control will **E**liminate, **I**solate or **M**inimise – are standard health and safety terms to describe how your are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.
- Estimate the likelihood of the hazard occurring - 1 is low, 5 is high.
- If something does not apply please state not applicable (N/A)
- This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list.

Attached

- Site plan
- Traffic management plan (if applicable)
- Security plan
- Waste management plan
- Other – please specify: _____

EXAMPLE - Environmental effects on people to consider - Event organiser to consider the effect of wind/rain and UV protection, extreme weather conditions – cancellation/postponed

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day D
Slip hazards	Heavy rain	Delay or cancel event	E	2	Organiser	Before 8am	
Falling equipment/trees	High winds	Delay or cancel event	E	1	Organiser	Before 8am	
No shade from sun	Sunstroke/sunburn	Shade available from surrounding trees. Sunscreen provided by St John Refreshments for sale on site	M	1	Site manager St John Organiser	Event day	

1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day D

2. Participants - age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

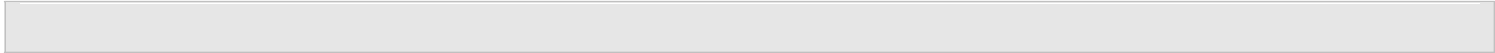
Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

4. Staging and structures if Applicable- dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

5. Accident & health emergencies - first aid , fire extinguishers, emergency contacts., report/recording of accidents

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D



Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

8. Traffic management & parking - traffic management plan, signage, marshals, route, pedestrian management.

Risk	Hazard	Risk control	E,I,M	1-5	Who is responsible	when	Event day D

9. Vehicles participating - road legal, speed, floats, access to site for emergency vehicles

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

10. Activities - amusement rides, giveaways

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

11. Security - protection of pedestrians and spectators, security/Police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

13. Stallholders/vendors - contracts, food/health licenses, emergency equipment, briefings

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

15. Emergency Procedures

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

16. Miscellaneous - site specific hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day D

17. Security Plan

Name of security company		
Security required from	TIME:	DATE:
Security required to	TIME:	DATE:
Security staff number required		
Security briefing	TIME:	DATE:
Present at briefing		
Role of security		
Special considerations		
Have police and security been in contact?		
SGE Form 4		

18. Waste Removal				
		Public Use	Food Outlets	Medical/First Aid
Number of bins available	Cans			
	Wheelie bins			
	Secured wheelie bins			
	Hazardous material			
	Other (describe type)			
	Timetable for emptying bins			
Timetable for removal of rubbish from site				
Arrangements for site clean up				
Arrangements for clean up of surrounding areas				
Group responsible for setting out bins				
Group responsible for emptying bins				
Group responsible for clearing rubbish from site				
Group responsible for final site clean up and clean up of surrounding area				
SGE Form 4				

19. Traffic Management Form for Events		
<i>To be used for any event requiring traffic management plans, or involving large numbers of people – parades, fun runs, festivals, etc</i>		
Requested date and time of the event	Date:	Time:
Event location		
Details of the event route or venue (attach map if relevant)		
<p>*****Site plan to be attached to this form where available Note public parking, participant and staff parking and clearways.</p>		
Event organiser contact details PRIOR TO THE EVENT		
NAME PHONE EMAIL		
Event management contact details DURING THE EVENT		
NAME PHONE EMAIL		
Council contact details		
Traffic contact details		
<i>Council approval where required</i> Signed/approved: Date:		
SGE Form 4		

Council Checklist Form 5

Discussion with Local Council Checklist			
Size of the crowd expected	<input type="checkbox"/>	Emergency vehicle access	<input type="checkbox"/>
Timing of the event (include set-up and pack out)	<input type="checkbox"/>	First aid provisions	<input type="checkbox"/>
Duration of the event	<input type="checkbox"/>	Noise assessment	<input type="checkbox"/>
Impact event will have	<input type="checkbox"/>	Food and liquor requirements	<input type="checkbox"/>
Location/venue	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Health & safety plans	<input type="checkbox"/>	Security	<input type="checkbox"/>
Traffic management plans	<input type="checkbox"/>	Parking	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	Temporary structures incl. staging	<input type="checkbox"/>
Insurance – including public liability	<input type="checkbox"/>	Power and water	<input type="checkbox"/>
Number of participants	<input type="checkbox"/>	Parking restrictions	<input type="checkbox"/>
Parades and marches: route, assembly time, departure time, finish time, vehicles and floats	<input type="checkbox"/>	Generator and marquee permits	<input type="checkbox"/>
Special effects	<input type="checkbox"/>	Road closure required	<input type="checkbox"/>
Site plan	<input type="checkbox"/>	Regulatory licenses	<input type="checkbox"/>
Clean up	<input type="checkbox"/>	Charges for events	<input type="checkbox"/>
Consultation	<input type="checkbox"/>	Food and drinking water provision	<input type="checkbox"/>
Sewerage disposal	<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>

Event Day checklist & Tools



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Name of event:-----

Date of event:-----

Person in charge:-----Phone:

Ensure that the Health and Safety Plan prepared earlier is a part of the Event Day resources on site.

Event Checklist Form 6

Event Day Checklist	
Date of event:	Notes
Complete site check <ul style="list-style-type: none">• Food• Water• Toilets• General safety• Traffic/vehicle controls	
Brief emergency services	
Implement radio communications plan	
Brief Incident Management Team (large events)	
Information centre set-up complete and briefed	
General notes:	

SGE Form 6

Site Access Checklist Form 7

Site Access Checklist (write NA if not applicable)			
	✓		✓
Assigned supervisor		Marshal's assigned and briefed on directing crowds	
Turnstiles, barriers, fences are all checked		Adequate no. staff have been employed	
Staff are well trained and briefed		Wheelchair access allocated	
Access has been allocated for emergency vehicles		Entrance ways are clear – no activity, signage etc blocking entrances	
Areas are assigned for checking bags for prohibited items		Storage for prohibited items	
Notes			
SGE Form 7			

Lost Children Report Form 9

Lost Children Report	
Date:	Time:
Report written by:	
Information about child (as known)	
Name	
Address	
Age	
Phone number	
Location child was found	
Who found child	
Description of child	
Gender	
Ethnicity	
Clothing description	
Unique physical features	
Information about Parents	
Name	
Address	
Phone Number	
SGE Form 9	

Post Event Checklist & Review



**NEW ZEALAND
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Name of event:-----

Date of event:-----

Person in charge:-----Phone:

Post Event Checklist Form 10

Post-Event Checklist	
Name of event	
Action	Completed
Post-event debrief and evaluation meeting	
Completion surveys	
Make recommendations for safety	
Compile evaluation report	
Notes	

Event Debrief Form 11

Form 11 Event Debrief Sheet	
Name of event:	
Attendance Number:	Comments:
Number of Incidents:	
Event Manager comments	
Police Report	
First Aid officer's report	
Number of casualties treated:	If transport to hospital was necessary explain why:
Numbers transported to hospital by ambulance:	General breakdown of injuries or illnesses treated (eg, 40% headaches, 10% sprained ankles etc):
Numbers referred to doctor on and off site:	
Security report	
Venue/site owner report	
Media feedback	
Local council report (if appropriate)	
SGE Form 6.1	