

Health and Safety Policy - Eastern Winter Sport Cluster 2026

The Sports Cluster will take place in a safe and healthy environment, suitable for the care of players, coaches, and for the needs of the staff and volunteers. At all times, the wellbeing and safety of the players and coaches is foremost. All relevant legislation will be adhered to.

Eastern Community Sport and Recreation Incorporated (hereafter called ECSR) is committed to providing and maintaining a safe and healthy environment for staff, volunteers, players, coaches, supporters and the community.

The health and safety of all people involved in ECSR's activities is a matter of utmost importance. It is therefore the policy of ECSR to always conduct business at all times without risk to staff, volunteers, players, coaches and the community. To strengthen this commitment and to ensure success ECSR undertakes to take all practicable steps to:

- Provide for the safety of all persons legally on site ('site' means any property owned and/or managed by any elements of ECSR)
- Establish and maintain safe working conditions and participate in promoting safe working practices.
- Actively support and train all staff to supervise their work practices.
- Encourage each staff member to recognise and accept his/her responsibility for the safety of themselves, their fellow staff, and visitors.
- Develop and maintain a health and safety management system that meets the obligations of the Health and Safety at Work Act 2015 and any relevant guidelines and standards and promotes continuous improvement of health and safety at ECSR.

Staff Training on Policies

All staff will receive training in programme procedures and practices that ensure safety of players and coaches, when they first start work. They will be informed of any changes through a written document.

The staff will be trained in health and safety by reading the policies. Staff meetings will follow to discuss the policy to ensure clear understanding. Staff will help to identify hazards and will be involved in the ongoing process of improving health and safety.

Hazards and Risk Management

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The safety of players and coaches at the Sports Cluster will be ensured by:

- The Sports Cluster Coordinator will assess the environment of hazards, and they will be documented, signed and dated with reviews occurring throughout the year. The Sports Cluster Coordinator will identify any hazards that be cause harm, evaluate whether the hazard is significant and indicate steps to eliminate, isolate or minimise the hazard.
- A written risk assessment will be completed for the Sports Cluster Site that identifies risks to the safety of the players, coaches and staff. There will be a plan developed to manage the identified risks, which will be reviewed yearly, or as the need arises.
- Coaches will fill out the appropriate form when an accident or incident happens and will show it to the teacher in charge who will then ask the parents to sign it.
- A first aid kit will be stored at the Sports Cluster site. The first aid kit will be checked monthly to ensure it is adequately stocked. All teams/schools are also responsible to supply their first aid kit and ensure the teacher in charge is first aid trained.
- The sports cluster will also be taking place outside the domain, ECSR has read and accepted the Health and Safety and Risk Management plans in place by the offsite venues and these plans are available on request.
- Board and staff have responsibility for the health and safety at work of the staff and any other person working directly under their direction, and ensuring that they and their staff and any other person working directly under their direction, and ensuring that they and their staff follow health and safety procedures outlined in the Health and Safety Manual.
- Each member of the ECSR Board and staff is expected to play a vital and responsible role in avoiding accidents and in acting safely at all times for their own welfare and that of their colleagues.
- Staff are encouraged to participate in and should be consulted in matters relating to health and safety at ECSR.
- Staff are actively encouraged to report all accidents, incidents, hazards and unsafe conditions and these will be investigated and appropriate plans formulated for corrective action if appropriate.

ECSR's attitude to safety is demonstrated by actions of the staff.

Risk Analysis

Trip to sport fields onsite at Rāwhiti Domain and trips to and from Table Tennis, Circus and Netball venues offsite (if by foot).

School:	Eastern Sport Cluster		
Activity:	School Sports		
Instructions:	Staff – ECSR and School Teachers	Location:	Rāwhiti Domain
Group:	Cluster Schools	Date:	8 weeks starting May 8 th 2026

Risks (significant potential losses)

Accident, injury or other form of loss (emotional suffering, physical suffering, major injury)

1. Injury from vehicle traffic, off buses, internal park roads, streets, crossing roads	4. Person lost or missing
2. Illness, medical emergency (major injury, broken bone, anaphylaxis)	5. Falls, bumps, knocks, cuts, sprains, concussion
3. Falling, slipping on slippery terrain	

Casual Factors (Hazards, dangers)		Risk Reduction Strategies
People Skills, attitudes, age, fitness, ratios, experience, health etc.	<ul style="list-style-type: none"> Walking in front of cars when travelling by foot to sport sites and marshaling points Driver distracted, inexperienced or tired Participants unfamiliar with surroundings Person is unwell on day Youthful exuberance, excitement and curiosity Lack or clear instructions Inadequate safety briefing Failure to listen to and follow instructions 	<ul style="list-style-type: none"> Employ experienced bus driver Students remain in seats/standing and do not address driver. Travel with reputable bus company. Bus drop off/pickup zones are allocated each week and marshalled. Clear instructions given about what to expect at all times. Ensure students listen to and follow instructions at all times. Assemble at marshalling point before being sent to destination. Appropriate ratio of adults to students. Schools must ensure supervision requirements meet school policy. Students stay within boundaries set by teachers, parents and educators.

<p style="text-align: center;">Equipment Clothing, shelter, transport, activity, specific gear, safety gear etc.</p>	<ul style="list-style-type: none"> • Poorly maintained vehicle • Personal medical equipment forgotten • Inappropriate footwear • No warm/waterproof clothing, sunscreen, hats, sunglasses • No spare dry clothes • Insufficient fluids • Insufficient first aid supplies • Insufficient safety equipment e.g. gloves, safety glasses • Lack of shelter • Personal gear lost or damaged • Programme equipment lost or damaged • Vehicles/machinery in operation around the park 	<ul style="list-style-type: none"> • Use vehicles from reputable bus companies. • Mobile phones on each bus and numbers known between buses for communication. • No jandals • Brief students about the importance of sunscreen, sunglasses, sun hat and fluids (water). Brin grain jacket with a hood. • Ensure school first aid kit carried at all times. • Ensure students have access to sunscreen and drinking water and shelter. • Ensure appropriate safety equipment is used where necessary. • Do not carry out any activity if safety equipment required is not available. • Provide instructions for safe/appropriate use of equipment. • School is responsible for school or personal equipment brought on the trip. • Marshall off bus drop off/pick up zones. • Buses stay in allocated zone throughout the activity until departure time.
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<p style="text-align: center;">Environment Weather, terrain, water, season etc.</p>	<ul style="list-style-type: none"> • Busy road (SHAW AVENUE, LONSDALE STREET, HAWKES STREET and SEAVIEW ROAD). • Busy road (BOWHILL ROAD, SHAW AVENUE and LEAVER TERRACE). • Road traffic in Rāwhiti Domain at the entry to the park • Unfamiliar environment/site • Rough ground, slippery underfoot with loose gravel or wet grassy tracks • Cold, windy, wet weather • Very hot weather, UV rays • Lack of shelter • Allergens in the environment including but not limited to: Bees, wasps, biting insects, bait, peanut butter, eggs, pollen, grasses. 	<ul style="list-style-type: none"> • Follow the signals and cross the road at the pedestrian crossings only. • Venues familiar to at least one member of the group • Clear briefings about hazards, health and safety for all activities, all areas and what to expect at every stage. • Provide groups with a map of journey to venues • Students under adult supervision according to school ratio requirements at all times. • CARE at RAWHITI park exit road crossing • CARE at Lonsdale St, Shaw Ave crossing • STAY on right side at Hawkes Street, Shaw Ave round about crossing • FOR Circus Group, take walkway through houses and turn right on footpath to Roy Stokes Hall • FOR Table Tennis Group CROSS Shaw Ave on marked crossing then cross Seaview Road on marked crossing before heading south to Youth Alive Trust. DO NOT CROSS directly across Seaview Road. • CARE at Shaw Ave, Bowhill Road crossing • CARE at Leaver Terrace crossing • Use school pedestrian crossing down Leaver Terrace • CARE when crossing through Rāwhiti Domain while moving to allocated sport venue/area • Postpone the trip if the weather is too favorable. • Clearly identify any children with allergies and medical conditions. Ensure any medications/equipment is carried with the student.
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Crisis Management Plan		
<p>Student/adult missing or lost</p> <ul style="list-style-type: none"> • Stop the group and stay put • Establish when the person/s was last seen and state of mind/body 	<p>Injury/illness</p> <ul style="list-style-type: none"> • Stop the group • Assess the situation • Apply First Aid – R.I.C.I (Rest, Ice, Circulation, Elevation) 	<p>Fatality</p> <ul style="list-style-type: none"> • Look after the group – shelter, fluids, food • Cover the body and create a “no-go” zone • Advise Emergency Dept.

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<ul style="list-style-type: none"> • Priority to look after rest of group • Carry out search of immediate area they were last seen with clear control of group • Alert teacher in charge and cluster coordinator • If unsuccessful, seek assistance from Emergency Services (Emergency Police 111) 	<ul style="list-style-type: none"> • Control bleeding • Get patient to walk, if possible (assisted if necessary) to shelter or road end or make comfortable and someone stay with patient. • Activate "Emergency procedures" 	<ul style="list-style-type: none"> • Emergency Police 111 • Activate "Emergency procedures" • Allow for grieving • Abandon the activity • Refer "Traumatic incident involving death or severe injury" policy for your school.
Information needed: Map Local knowledge Information about lost person/s Emergency equipment		

Critical Incident Management

Emergency procedures to manage each identified risk	Emergency gear required
1. Bus breakdown, Road accident with cars. Mobile phones on each bus. Notify school of bus breakdown so parents can be informed.	Mobile phones on buses. All adults with mobile phone access to have number of the teacher in charge
2. Bus/Road accident Notify school of bus breakdown so parents can be informed. Notify school of any accidents or injuries.	At least one person in the group with a current First Aid certificate. School First Aid kit. Mobile phone present for calling emergency numbers. Schools carry documents with all students contact details.
3. Participant/student missing Mobile phone on all buses used.	Contact school and parents. All adults with mobile phone access to have number of the teacher in charge.

Relevant industry standards applicable

<ul style="list-style-type: none"> • Schools' relevant supervision for groups. • At least one person in the school group with current First Aid certificate. • First Aid kit to be carried by the group at all times in the field. • Qualified experienced drivers and fully licensed vehicles.

Policies and guidelines recommended (activity specific)

Health and Safety at Work Act 2025 requires that all hazards to clients (employees, contractors, and people in the vicinity) be eliminated, isolated or minimised as far as reasonably practicable.

Minimum skills required by activity leaders/assistants

<ul style="list-style-type: none"> • Knowledge, sensible, cautious • Experience in trip planning and organisation • First Aid/CPR knowledge
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Final Approval	Accept _____	Reject _____
Comments		

ECSR Marshall must have a copy of the RAMS form and cell phone available.

The teacher in charge of each school must have a printed summary of the student's health details and emergency contact numbers.

Risk Assessment and Management Scheme

Type of risk	Likelihood	Severity	Potential Cause	Risk Management Strategies
People				
Inexperienced instructors	Very low	Medium	Insufficient training	Training provided, use of qualified coaches, coordinator in charge of running the day
Lack of supervision	Mid	High	Numerous	Communicate to make sure there is enough supervision
Inadequate first aid training	Mild	Mild	Insufficient training	Always at least one trained first aider per school group, seek support and advice
Lack of communication	Mild	Medium	Poor communication	Coordinators to communicate with teams/schools, update website, carry mobile phone. School coordinators to communicate with cluster coordinator.
Participants ill prepared – incorrect clothing, not wearing protective gear	Mild	Mild	Poor communication	Coordinator to communicate with teams/schools what is needed, teams/schools kits and gear checked by coaches prior to trip
Inappropriate ratios	Mild	Mild	Students being away	Have backup players
Absent, not at stated place	Mild	Mild	Poor communication	Carry mobile phone, knowledge of routes and travel times, communication.
Disruptive and mischievous	High	Mild	Student behaviour	Explain rules and boundaries along with expected behaviour
Misplaced person	Mild	Medium	Student behaviour and walking off	Leaders explain boundaries and monitor children head count, roll call, search local areas, carry mobile phone, contact relevant authorities if serious incident occurs.
Bus/Vehicle crash en route	Mild	Medium	Numerous	Current WOF and registration, qualified drivers, contact relevant authorities if a serious incident occurs.
Players do not understand competitions – poor briefing	Mild	Mild	Excited students, poor explanations of competitions	School explains competition at start, instruction prior to trip on rules and regulations
Person taken ill	Mild	Mild	Numerous	Unwell student/coach advised to stay at home, treat as appropriate
Unknown pre-existing medical condition	Very low	High	Numerous	To be discussed with coach, depends on severity, treat as appropriate, permission slips/health information collected (schools), carry mobile phones, carry first aid kit with inventory taken often, contact relevant authorities if a serious incident occurs.
Muscular injury	Medium	Medium	Incorrect play, lack of warmup, equipment	Appropriate warmup, caution advised at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often, permission slips/health information collected (schools), carry mobile phone, contact relevant authorities if a serious incident occurs.
Joint injury	Medium	Medium	Incorrect play, lack of warmup, equipment	Appropriate warmup, caution advised at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often, permission slips/health information collected (schools), carry mobile phone, contact relevant authorities if a serious incident occurs.
Head/neck/back/injury	Medium	High	Incorrect play, lack of warmup, equipment	Appropriate warmup, caution advised at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often,

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				permission slips/health information collected (schools), carry mobile phone, contact relevant authorities if a serious incident occurs.
Grazes/sprains/fractures	High	Mild	Incorrect play, lack of warmup, equipment	Appropriate warmup, caution advised at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often, permission slips/health information collected (schools), carry mobile phone, contact relevant authorities if a serious incident occurs.
Psychological injury	Mild	Medium	Bullying	Caution advised at all times, permission slips/health information collected, carry mobile phone, and contact relevant authorities if a serious incident occurs.
Exposure/hypothermia	Mild	Medium	Inappropriate clothing, lack of warmup	Appropriate warmup, caution advise at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often, permission slips/health information collected, carry mobile phone, contact relevant authorities if a serious incident occurs.
Dehydration	Medium	Medium	Not drinking enough water	Encourage people to take plenty of fluids, have drink bottle listed on gear list, contact relevant authorities if a serious incident occurs.
Sunburn	High	Medium	Sun	Find shade, sun screen available and applied, adults to make regular sun smart announcements.
General accidents and injuries	High	Mild	Numerous	Appropriate warmup, caution advise at all times, treat any injury as appropriate, well stocked first aid kit with inventory taken often, permission slips/health information collected, carry mobile phone, contact relevant authorities if a serious incident occurs.
Death	Very Low	High	Numerous	Carry mobile phones, contact relevant authorities if a serious incident occurs.
Accidents involving pedestrians and vehicles	Mild	High	Lack of supervision, boundaries not explained or kept	Head count, caution advises, only necessary vehicles may enter the site during games, speed limited to 5kph, contact relevant authorities if a serious incident occurs. Buses in marshalling area while play is on. No parking zone signs assembled in play time.
Security/audience behaviour	Mild	Mild	Lack of security	Adequate training for staff to oversee security and marshalling, students to be supervised by teacher/parents from schools, carry mobile phone.
Unknown person	Medium	High	Lack or supervision, boundaries are not explained or kept. Lack of security. Children are not 'stranger danger' aware	Adequate training for staff to oversee security. Head count by teachers and adults and boundaries set by adults in charge or children. Children informed at school about 'stranger danger'. Adults and children being vigilant. Carry mobile phone. If an unknown person does approach child, child to report immediately to teacher in charge. Report to cluster coordinator. Contact relevant authorities if incident occurs.
Exceptional event – immediate danger	Mild	High	Danger in area (lockdown)	Postpone game if necessary, stop games, assemble players and move to safety. See emergency plan – immediate danger lockdown procedure (page 17)
Equipment				

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Poorly maintained equipment	Mild	Mild	Wear and tear, bad maintenance	Regular checks, stop use and replace
Lack of personal medicine	Mild	High	Forgotten by student	Reminder on gear list to bring medicine
Injured by equipment	Medium	Mild	Slip, trip, falls, not being observant	Caution advised, treat as appropriate
Improper equipment	Mild	Mild	Poor communication	Instructions given at the start
Lack of first aid	Very Low	Medium	Poor communication	Carry first aid kits and ice packs, inventory taken often
Breakdown of hired bus	Mild	Medium	Numerous	Current WOF and registration, qualified drivers, allow extra time for travel
Loss/damage to person effects	Mild	Mild	Lack of security and supervision	Students informed about personal security
Loss/damage to hired equipment	Medium	Medium	Lack of security and supervision, improper use	All equipment secured in safe place
Theft/vandalism	Mild	Medium	Lack of security and supervision	Contact relevant authorities if there is a serious theft or act of vandalism
Environment				
Fire	Very Low	Medium	Numerous	Lack of flammable materials, evacuation plan available
Exceptional event	Medium	High	Sudden weather change, earthquake, tsunami or traffic crash	Check forecast, postpone game if necessary, stop game, assemble players and take role. See emergency plan (page 11)
Pollution to chosen area	Mild	Medium	Site next door/engines and cars	Check area regularly, notify
Weather condition	Medium	Medium	Weather change	Check weather forecast, postpone game if necessary, extra sunscreen/layers, and take care moving around area
Deviation from en route, road conditions/traffic	Mild	Very Low	Road work, crash deviation, time, weather	Knowledge of route and travel times
Foreign objects i.e. glass on the site	Medium	Medium	Numerous	Regular checks of environment, remove potential harmful objects, collect all litter and food scraps for proper disposal, contact relevant authorities if an environmental incident occurs.

Hazard Identification

Date:

Hazard		Action		Review
Hazard and/or harm identified:	Where or what is being performed?	Action taken:	Does the action eliminate, isolate or minimise the risk?	Date of last review:

Signature:

Emergency Plan

During an earthquake:

If indoors:

1. “Drop, cover, hold” - Drop and take cover, under a desk or table and hold onto the legs until the shaking has stopped.
2. If in an open room with little or no furniture, students should make a “turtle” on the floor.
3. Keep away from shelves containing heavy objects or large furniture/equipment.
4. Keep away from windows.
5. Stay indoors until shaking has stopped and it’s safe to go outside.

Small shakes or aftershocks may not require evacuation.

If outside:

1. Students stay in the grounds/playing field they are on.
2. Students should crouch down low and keep scanning for dangers such as parked cars, collapses, equipment or power lines.
3. Keep away from building and power lines.

Following an earthquake or similar event students may need to be removed from the building (if in one). Any event that requires evacuation could be stressful for students. Be calm and encourage children to also be calm.

1. After an earthquake, or hearing evacuation sirens, take the students out through the nearest exit (if in a building).
2. Ensure students with disabilities are assisted by a responsible person.
3. Check rest areas/bathrooms en route to the designated exit point.
4. Take a roll to check off students and advise sport coordinators and cluster coordinator.
5. If safe to do so return to main sport assembly point – information area on Rāwhiti Domain

In case of emergency:

Offsite teams: Each sport going offsite will have one teacher who is going with the teams allocated as the “emergency warden” and equipped with team names, contact numbers and a high-vis vest. This warden will be responsible for checking the teams are on site and safe, they will then be responsible for calling the cluster coordinator. The meeting points for the offsite venues can be found in the table on page 12.

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Onsite teams: It is the responsibility of the teacher/parent/manager with the team to act as an “emergency team warden” in an emergency situation and to assemble the team on their playing field. As the “emergency warden” it is their responsibility to assure that their team(s) in the sport playing area are accounted for and to inform the cluster coordinator and their school sports coordinators after this process. After sports have been assembled on the playing fields and accounted for, and only then if it is safe to do so, calmly walk your team(s) back to the major meeting point beside the information area on Rāwhiti Domain.

Evacuation procedure:

Venue	Assembly Point	Following Phase	Following Phase
Offsite/buildings			
Eastern Hub	Outside building on grass fields (top fields). Changing room hallway is the designated exit point.	Emergency warden to report back to the cluster coordinator and your school sport coordinator.	Meet at Rāwhiti Domain information point for further instructions from your school.
Eastern Canopy	Gather together on northern side of the playground outside canopy in grass space. Use the nearest emergency exit gate.	Emergency warden to report back to the cluster coordinator and your school sport coordinator.	Meet at Rāwhiti Domain information point for further instructions from your school.
Thomson Park	Gather together at the playground.	Emergency warden to report back to the cluster coordinator and your school sport coordinator.	Meet at Rāwhiti Domain information point for further instructions from your school.
Onsite			
Rāwhiti Fields	On your playing field. Then return to information point for marshalling.	Emergency warden to report back to the cluster coordinator and your school sport coordinator.	Meet at Rāwhiti Domain information point for further instructions from your school.

Tsunami evacuation procedures:

ECSR policies and procedures adopt Civil Defense instructions on tsunami evacuation: “If you are near the coast and feel an earthquake that is LONG or STRONG: GET GONE.”

- Feel a strong earthquake that makes it hard to stand up, or a weak rolling earthquake that lasts a minute or more
- See a sudden rise or fall in sea level
- Hear loud and unusual noises from the sea

Move immediately to the nearest high ground, or as far inland as you can. Do not wait for official warnings.

Tsunami Evacuation Zones:

All venues for the Eastern Sports Cluster are located in the Orange Zone. Civil Defense advises evacuation from Orange Zone if “you feel a long (more than a minute) or strong (hard to stand) earthquake, or if you are asked to leave by emergency services in an official tsunami warning when the tsunami may flood land.”

Queen Elizabeth II Park (QE2) on Travis Road has been advised by Civil Defense as the safe zone for the Eastern Sports Cluster. See maps below for more details.

In the event of a tsunami warning/evacuation, the following procedures will take place:

Onsite teams (Thomson Park and Rāwhiti Domain): Will marshal as per emergency plan. Once emergency wardens/sport coordinators have cleared playing zones, advise sport coordinators and cluster coordinator. They will then proceed with evacuation procedures and will either board buses, or begin the walking route to the safe zone.

Offsite teams (Rāwhiti School, Circus & Youth Alive Trust): Will NOT come back to the Domain. Teams will marshal as per emergency plan. Once emergency warden has roll called teams and reported back to coordinators. They will proceed with evacuation procedures and either board buses, or begin the walking route to the safe zone.

The participants will begin the journey to Queen Elizabeth Park (QE2) as per mapped route.

- Schools will carry a full list of the participating students’ parents/caregivers details and emergency contacts.
- If buses are available at the time of the evacuation, they will be used to transport to the safe zone.

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- Walking route will differ to the bus route. This has been advised by Civil Defense to ensure students are out of the orange zone as soon as possible.

Once all participants are evacuated to the safe zone (QE2 Park), schools will assemble students. From then individual school procedures will take place. Buses may be available to transport back to schools' sites (if they are out of the Orange Zone). Otherwise, parent pickups can continue from QE2 safe zone evacuation area.

Tsunami evacuation routes



Bus Routes:

Rāwhiti Domain (Information Point): Shaw Avenue, Lonsdale Street, Keyes Road, Rockwood Avenue, Travis Road

Roy Stokes Hall (Circus): Seaview Road, Hawke Street, Keyes Road, Rockwood Avenue, Travis Road

Youth Alive Trust (Table Tennis): Seaview Road, Hawke Street, Keyes Road, Rockwood Avenue, Travis Road

Rāwhiti School (Netball): Leaver Terrace, Grantley Street, Bowhill Road, Rockwood Avenue, Travis Road

Tsunami evacuation walking routes



Walking Routes:

Rāwhiti Domain (Information Point): Rāwhiti Domain walkway, (Right) Keyes Road, (Left) Gresham Terrace, (Right) Baker Street, (Left) Bowhill Road, (Right) Palmers Road, (Right) Bower Avenue, (Left) Travis Road

Roy Stokes Hall (Circus): Seaview Road, (Right) Hawke Street, (Left) Keyes Road, (Left) Gresham Terrace, (Right) Baker Street, (Left) Bowhill Road, (Right) Palmers Road, (Right) Bower Avenue, (Left) Travis Road

Youth Alive Trust (Table Tennis): Seaview Road, (Right) Hawke Street, (Left) Keyes Road, (Left) Gresham Terrace, (Right) Baker Street, (Left) Bowhill Road, (Right) Palmers Road, (Right) Bower Avenue, (Left) Travis Road

Rāwhiti School (Netball): Leaver Terrace, (Right) Rockwood Avenue, (Right) Travis Road.

Immediate Danger – Lockdown procedures



If a situation should arise where it is safer to keep the students inside buildings, the decision will be made by New Zealand Police, Ministry of Education or Schools, according to the situation. Schools will alert their own staff and coordinators who then also pass the alert onto cluster coordinator. If Lockdown procedures are activated all venues and fields will be alerted by their school coordinators or cluster coordinator. Given the open space, teams on fields are advised to move to the following zones until Schools/Authority have indicated it is safe to leave. Buses may also be available to move students away from the area.

Move to Eastern Hub zone if playing:

- 1, 2, 3, 4, 5 – Thomson Park
- 6, 7, 8 - Rāwhiti Top

Move to golf club zone if playing:

- 9, 10, 11, 12, 13, 14, 15, 16, 17- Rāwhiti Bottom
- 18, 19, 20, 21, 22– Eastern Canopy

Stay in the Garden Zone if at:

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- Gardening: 23 - Rāwhiti Domain

Stay in Roy Stokes Hall zone if at:

- Circus: 27 – Roy Stokes Hall

Stay in Youth Alive Trust zone if at:

- Table Tennis: 26 (A,B, C, D, E, F) - Youth Alive Trust (Seaview Road)

Move to New Brighton Catholic School Hall zone if playing:

- Multisport: 24 - Rāwhiti Domain (Near NBC School)
- Archery: 25 - Rāwhiti Domain (behind Canopy)

Move to Rāwhiti School Hall zone if playing:

- Netball: 28, 29, 30 - Rāwhiti School

Accident/incident form

Date of the accident/Incident:	
Time of accident/Incident:	
Location of the accident/Incident:	
Accident/Incident reported by:	
Accident/Incident reported to:	
Description of accident/incident:	
List of people involved in the accident/incident:	
Corrective action taken at the time of the accident/incident:	
Action taken to avoid future similar accidents/incidents:	

Corrective action approved by:	
Signature:	
Date:	
Additional comments:	

Code of Conduct and Ethics

This code does not set out to provide a detailed prescription, but rather the broad principles of acceptable behaviour in the Sports Cluster.

Player Code of Conduct

- Play for enjoyment.
- Play hard but fair.
- Play to the laws of the game.
- Be committed to your team. Attend all practices and matches.
- Never argue with officials. Control your temper at all times.
- Work equally hard for yourself and your team.
- Be a good sport. Applaud all good play whether by your team or your opponent.
- Remember the goals of the game are to have fun, improve your skills and feel good.
- Use appropriate and acceptable language.
- Thank the opposition and officials at the end of the game.
- Respect the rights, dignity, and worth of all participants regardless of their gender, ability, cultural background or religion. Treat all players as you would like to be treated. Appreciate and cooperate with your coach, teammates and officials.
- Take responsibility for your performance on and off the court.

Coach Code of Conduct

- Positively reinforce the actions of players.
- Lead by example and be a positive role model.
- Be professional and accept punctuality and responsibility for your actions.
- Make a commitment to providing a quality service to your players.
- Operate within the rules and spirit of your sports.
- Respect the rights, dignity and worth of every human being.
- Treat each player as an individual. Respect the talent, development stage and goals of each player. Help each player reach their full potential.
- Be honest with yourself and players.
- Provide a safe and enjoyable environment in which to train and play the game.
- Develop team respect for officials.
- Give all players the opportunity to participate in the game. All players are deserving of equal attention and opportunities.
- Insist on fair play and discipline.
- Be reasonable on the demand on players' time, energy, and enthusiasm.

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- Show concern and caution towards sick and injured players.
- Any physical contact with players should be appropriate to the situation and necessary for the players skill and development.
- Refrain from any intimate relationship or affair with your players.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of personal abuse.
- Refrain from any form of sexual harassment towards your players.
- Encourage sportsmanship.
- Use appropriate and acceptable language.

Parents and Spectators Code of Conduct

- Applaud the performance of both teams.
- Be positive with the officials. If you disagree with an official, raise the issue via appropriate channels rather than question the official's judgment and honesty in public.
- Acknowledge and efforts of the officials.
- Recognise and value the importance of coaches and other volunteers who give their time and resources to provide the sport.
- Let the players play their game, not your game.
- Players learn by taking risks and making mistakes, encourage and support this.
- If players are interested, encourage and support them to play. Avoid forcing players to play if reluctant.
- Praise efforts, not results.
- Set an example for the players.
- Encourage players to play to the rules of the game and respect umpires' decisions.
- Use appropriate and acceptable language.
- Support the removal of verbal and physical abuse from the game.

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School Sports Coordinators

School	Contact Name	Contact Email
New Brighton Catholic School	Nick Gray	Nick@nbc.school.nz
Rāwhiti School	Bex Banfield	Sport@rawhiti.school.nz
South New Brighton School	Jo Chalmers	Jo@snbs.school.nz
Bromley School	Cathy Baker	Cathy.baker@bromley.school.nz
Mairehau Primary School	Nicholas White	nicholasw@mairehau.net
Marshlands School	Marcella Wood	wood@marshland.school.nz
Ngutuawa School	Rebekah McLeod	rebekah.mcleod@ngutuawa.school.nz
Te Pa o Rakaihautu	Tessa Moon	tessa.moon@rakaihautu.com
Pareawa Banks Avenue School	Cath Taylor	ctaylor@pareawabanksave.school.nz
Parkview School	Josh Knight	josh.knight@parkview.school.nz

Complaints Form

Eastern Community Sport and Recreation Incorporated welcomes all feedback so that we can try and improve our services. All complaints made will be treated fairly and dealt with in a timely manner.

Name:		Email:	
School:		Address:	
Phone:			

Date of Incident:	Individuals Involved:

Your Complaint:	Desired Outcome:

Signature:		Please send completed form to: Kate@easterncommunity.co.nz
Date:		

