

**2026 New Zealand Banked Track Championships**  
**Event Risk Management Plan**  
**Created: 22 January 2026**

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## Section 1: Event Context

### Event introduction and overview

The New Zealand Banked Track Championships is an annual competition held for skaters registered with SkateNZ to compete for National titles.

In 2026 this is to be hosted in Hamilton by the Hamilton Roller Skating Club at Melville Park, Bader Street, Melville, Hamilton; 6<sup>th</sup>-8<sup>th</sup> February 2026.

This is to be attended by 75 – 100 Skaters, with additional Officials, Coaches and Supporters. Skaters from other countries may attend, with approval from their home Federation.

### Aims and Objectives for the event

The event aims to enable high level competition for all grades within New Zealand with a fun and friendly atmosphere. We will know the event has been successful if it runs smoothly, there are few to no injuries and feedback from the post-event survey shows our members enjoyed the competition and intend to attend future championships.

### Event Governance and Decision Making

The event will be governed by the New Zealand Federation of Roller Sports and the appointed Championship Manager. Key decisions will be made by the Championship Manager in consultation with either of the following: NZFRS President, Chief Referee, Speed Sports Chairperson, Venue Staff.

The Championship Manager for the event is Kathy Moody

The Health & Safety Officer for the event is Brad Duggan.

The Speed Sports Chairperson is Andrew Beech.

Technical decisions will be the responsibility of the Speed Sports Committee

### Event Rules

Officials, Team Management and Skaters are expected to abide by the following rules of the event as listed in the event programme provided for the 2026 New Zealand Banked Track Championships.

Events will be run in accordance with the Speed Sports Committee Rules 2025.

Skaters are to follow any instructions from Club Team Management, Event Officials, the Championship Manager, venue staff or the NZFRS Board.

### Industry guidelines and compliance requirements

The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

## Event site maps



## Weather and climate information

This Summer timeframe has usually had good weather, however the first time the event was held in Hamilton it rained most of the weekend.

Rain on the track will create a risk for skaters and decisions will be made accordingly to ensure their safety.

## Allocation of officials and volunteers

### Main Officials

Roger Boulcott	SkateNZ President	027 5478 235
Andrew Beech	Speed Sports Committee Chairperson	021 261 4563
Suz Ballard	Race Secretary	027 631 9255
Kathy Moody	Championship Manager	027 451 4722

## Onsite medical, first aid, security and safety resources

First Aid will be administered at the venue by Minyi Spiers, a registered nurse, who will provide basic first aid and medical supplies as required and will attend any accidents occurring and make assessments for referrals to seek further medical attention if required. If an ambulance is required for the transport to medical facilities one will be called.

## Medical facilities and accessing emergency services

The closest medical facilities are

- Anglesea A&E, Gate 1 Cnr Thackeray, Anglesea St, Hamilton 3420
- Waikato Hospital, 14 Thackeray St, Hamilton Lake, Hamilton 3204
- Southern Cross Hospital, 21 Von Tempsky St, Hamilton East, Hamilton 3216

Response times for emergency services are approx. 10-30 minutes.

## Initiating emergency response plans

Kathy Moody, the Championship Manager in consultation with the Hamilton Roller Skating Club, SkateNZ Executive Members and the Speed Sports Chairperson have the authority to enact key decisions or making amendments to the event plans.

## Schedule of key stakeholders, role designation and contact information

Championship Manager	Kathy Moody
SkateNZ President	Roger Boulcott
Speed Sports Committee Chairperson	Andrew Beech
Health & Safety Officer	Brad Duggan
Hamilton Roller Skating Club Operations Manager	Kathy Moody

## Event communication overview

Throughout the event communications will be made by Event manager to Hamilton Roller Skating Club staff, by the sound system at the venues to Skaters, Officials & Spectators or by SMS, whats App group chat or phone calls to Club Team Managers if no longer at the track.

Updates may be posted on the SkateNZ Facebook Page.

## Section 2: Event Risk Assessment

### New Zealand Banked Track Championships - Risk Register

Last updated:

14 January 2024

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
1	Power & Timing Gear Cables	Someone could trip on power cable and hit desk/floor causing injury.	Unlikely	Insignificant	Low	Cable mats are used over cables and to be run with as little trip hazard as possible.	Low	N/A	Chief Announcer	During event
2	Falling on skates	Equipment failure	Unlikely	Minor	Low	Skate checks to be done prior to racing	Low		Referee	During event
3	Falling on skates	Trip from other skaters or losing control during racing	Likely	Medium	High	Line officials to ensure clean racing.	High	Track officials to warn or disqualify any dangerous behaviour	Referee	During event
4	Falling on skates	From environmental issues, fatigue or inexperience	Possible	Minor	Mod	Race officials to ensure the track is safe before racing	Low	Programme assessed with breaks for recovery. Road events completed first where more damage would happen	Chief Referee	During event
5	Podium	Skaters falling from podium	Rare	Medium	Low	Skaters helped to get down	Low	If podium is too small skaters advised to wear shoes, not skates	SkateNZ President	During event
6	Debris on Track	Slips, trips, falls	Possible	Medium	High	Track checked prior to skaters use at start of each day	Mod	If necessary, check again during breaks in the programme	Chief Referee	During racing & warm up
7	Obstruction/interference of skaters	Spectators leaning standing into track area	Possible	Medium	High	Reminders via PA keep of track area	Mod	Regular reminders if problematic	Chief Referee	During racing

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROBABILITY RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
8	Poor and/or inappropriate behaviour	Verbal and physical abuse, unacceptable behaviour	Possible	Medium	High	Looking and listening, reminders from key stakeholders, managers meeting	Mod	Various NZFRS and Speed Skate policies will manage any escalations	Key stakeholders	During event
9	Fire (Road)	Alarm activation	Possible	High	High	Follow evacuation plan, appoint fire wardens	High	Move away from hazard, if not possible to leave via gate then go to far side of track, does anyone need additional assistance ie, disabled	Championship Manager	During event
10	Weather extremes (Heat)	Excessive heat, hot temperatures	Unlikely	Medium	Mod	Shade, long races rescheduled, suspend event, use air circulation fans at STEC	Low	Various NZFRS and Speed Skate policies will manage, encourage hydration	Chief Referee	During event
11	Transmissible viruses, sickness eg, Covid-19	Transmission due to close proximity	Possible	Medium	High	Contact tracing, use of Covid App, vaccinations & Vax Passports, mask wearing, stay away	High	Reminders over PA. Refer to contingency planning if an outbreak occurs.	Announcers & NZFRS	Before & During event
12	Sun	Sunburn	Possible	Minor	Mod	Sunscreen and shade, club tents	Mod	Reminders over PA	All stakeholders	During event

## Quick reference guide for completing the Event Risk Assessment

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

## Risk Matrix

Descriptor / Rating	Criteria	Descriptor / Rating	Criteria
Rare – 1	0-5% chance of occurrence	Insignificant – 1	Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	6-29% chance of occurrence	Minor – 2	Minor injury/illness of participant(s) and/or public (basic first aid required).
Possible – 3	30-49% chance of occurrence	Medium – 3	Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	50-79% chance of occurrence	High – 4	Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	80-100% chance of occurrence	Extreme - 5	Death or total permanent disability of participant(s) and/or public.

Risk Matrix			Impact				
			Insignificant	Minor	Medium	High	Extreme
Probability	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

Risk Level	Risk Management Actions
EXTREME	<p><b>Intolerable</b></p> <ul style="list-style-type: none"> <li>Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced.</li> <li>Highest event decision making authority to be informed (i.e. Event Management Committee).</li> <li>Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.</li> </ul>
HIGH	<p><b>Tolerable level of risk if all practicable measures in place</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is as Low as Reasonably Practicable (ALARP).</li> <li>Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk?</li> <li>Ensure verification is undertaken that all prescribed control measures are in place, and in practice.</li> <li>Ensure all person(s) exposed to this risk are aware of the risk level.</li> <li>If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.</li> </ul>
MODERATE	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is As Low as Reasonably Practicable (ALARP).</li> <li>If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.</li> </ul>
LOW	<p><b>Tolerable level of risk</b></p> <ul style="list-style-type: none"> <li>No change required. Ensure existing control measures remain in place and is effective.</li> </ul>

## Section 3: Emergency Response Plan

### General Emergency Response Plan – 2026 New Zealand Banked Track Championships

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
<b>Initial action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"><li>• Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).</li></ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"><li>• Record time; date; informant details; arrival of additional support; any treatment provided; patient information.</li></ul>
<b>Notify:</b>	<ul style="list-style-type: none"><li>• Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.</li></ul>
<b>Consider:</b>	<ul style="list-style-type: none"><li>• Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?</li></ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"><li>• DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</li><li>• Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).</li></ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"><li>• In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded.</li><li>• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li><li>• In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li></ul>
<b>Reporting:</b>	<ul style="list-style-type: none"><li>• Ensure an Event Incident Report Form is completed for any incident.</li><li>• Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li><li>• Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li></ul>

## Specific Emergency Response Plan A

<b>FIRE</b>	
<b>Initial Action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>• Location; problem; likely source of fuel; level of threat to people and/or property.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>• Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>• Is there a risk/hazard posed for people or property?</li> <li>• Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?</li> <li>• Evacuation area is the top of the main carpark</li> </ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"> <li>• Record time; date; informant details; arrival of additional support; any treatment provided re patient information.</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>• All involved are reminded that self-preservation is a priority in any response.</li> <li>• People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.</li> <li>• Volunteers are to calmly assist participants to remove their skates and exit to the evacuation area.</li> <li>• Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</li> <li>• For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</li> <li>• Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>• In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>• Ensure an Event Incident Report Form is completed for any incident.</li> <li>• Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>• Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul>

## Section 4: Contingency Planning

### Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

### The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain
3. Water quality issues
4. Heavy Hail
5. Covid-19 Outbreak

### History of potential threat events occurring at the event location

- Rain and Thunderstorms

### The chain of command and decision making

SkateNZ will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with SkateNZ.

The decision to enact this Contingency Plan is the responsibility of SkateNZ. Hamilton Roller Skating Club staff, SkateNZ officials and club volunteers are responsible for implementing any contingency options associated with the event and should report to SkateNZ President if required. The Event Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted prior to the event if required:

- a) Risk Assessment of the current conditions; and
- b) Injury management statistics;
- c) Current weather predictions; and
- d) Other relevant event statistics (such as withdrawals, and complaints received etc).

### Contingency options

We have assessed that there are TWO feasible contingency options available. These are:

#### Option One – Suspend or Postpone the event

Contact will be made with Club Team Management and the Officials to advise of any later start time if required. Hamilton Roller Skating Club staff will be informed for any phone enquiries received. SkateNZ Executive Members will proceed to the venue and assess the situation to see if the event can proceed, or if option two needed to be enacted.

## **Option Two – Cancellation of the event**

This scenario will only be enacted in extreme cases. All Key Stakeholders (Club Team Management, Officials, Volunteers and venue staff etc) will be informed as above.

Skate NZ will post this decision on the SkateNZ Facebook page.

## **Assessment of conditions**

The assessment of the situation and decision will be made by SkateNZ Executive members.

## **Timings and early warning**

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

SkateNZ through its executive members are responsible for the early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to suspend, postpone or cancel the event:

- Event participants & spectators
- All event volunteers & officials
- Social Media Broadcasters
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including face-to-face briefings, websites and social media.

## **Weather forecasting**

Weather forecasts will be used by SkateNZ, to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. It is the responsibility of the event manager to advise information to SkateNZ as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, SkateNZ may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

## Section 5: Evacuation Plan

### Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

### Initiation of evacuation

An evacuation will be signalled by a loud siren. The following people are authorised to initiate an evacuation:

Hamilton Roller Skating Club Manager:  
Championship Manager  
SkateNZ President

Kathy Moody  
Kathy Moody  
Roger Boulcott

### Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

Chief Referee of that session – Racing Area  
Health & Safety officer – Indoor Arena including Toilets  
Event Manager – any other areas

### Evacuation plans

In an evacuation all skaters must remove their skates (if safe to do so) & proceed out the exit to the meeting point in the bottom carpark. See the below site map.

