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| **WHITIREIA YOUTH STUDENTS SPORTS DAY*****PROGRAMME***  *Monday 7 September, 2015 Te Rauparaha Arena* |
| 9.20am | Classes arrive to the Arena  |
| 9.30 – 9.40am | Introductions & Sports Briefing [Oratoa] |
| 9.40 – 11am  | Sport 1 [6 rotations = 15mins per rotation] |
| 11 – 11.05am | Briefing for Sports 2 |
| 11.05 – 12.30pm | Sports 2 [6 rotations = 15mins per rotation] |
| 12.30 – 1pm | Lunch |
| 1 – 1.05pm | Briefing for Sports 3 |
| 1.05 – 2.30pm | Sports 3 [6 rotations = 15 mins per rotation] |
| 2.30 – 2.40pm | Results & Finish  |

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| **WHITIREIA YOUTH STUDENTS SPORTS DAY*****ORGANISATION PLAN*** *Monday 7 September, 2015 Te Rauparaha Arena* |
| 8.30 – 9.20am | **Set up of Arena** [Sound set up, points table, Sports gear set up, Team tables/chairs] | Tiketi & TeamArena Staff |
| 9.20am | **Classes arrive** to the Arena  | Classes [Allocated table & seating] |
| 9.30 – 9.40am | **Introductions & Sports Briefing** [Oratoa][Oratoa and MC to do briefings and intro.] | Classes & MCOratoa |
| 9.40 – 11am  | **Sport 1** [6 rotations = 15mins per rotation] | Classes & Oratoa |
| 11 – 11.10am | **Briefing for Sports 2/Break** [Change in set up] | Arena Staff & Oratoa  |
| 11.10 – 12.30pm | **Sports 2** [6 rotations = 15mins per rotation][Oratoa and MC to do briefing] | Classes and MCOratoa |
| 12.30 – 1pm | **Lunch** [Change in set up] | All classes to eat outside [Arena staff] |
| 1 – 1.05pm | **Briefing for Sports 3**  | Oratoa & MC |
| 1.05 – 2.30pm | **Sports 3** [6 rotations = 15 mins per rotation][Oratoa and MC to do briefing] | Classes and MCOratoa |
| 2.30 – 2.40pm | **Results & Finish** [Pack down] | All classes, Arena Staff |

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| **WHITIREIA YOUTH STUDENTS SPORTS DAY*****CLASS PREPARATIONS*** *Monday 7 September, 2015 Te Rauparaha Arena* |
| **STUDENT REMINDERS** |
| Student Lunch & Drinks | Students to bring their own lunch. Students reminded ALL FOOD to be eaten outside of the Gym area.  |
| Water Bottles/Drinks | **Water bottles only** allowed in the Gym. Each student to bring their own. |
| Shoes & Sports Gear | Encourage students to wear comfortable clothes for Sports. **Students Reminded** to wear Sports shoes or Sandshoes only |
| **CLASS REMINDERS**  |
| Class Banner | Classes are encouraged to produce a banner or flag for their class. Feel free to bring this and show off on the day  |
| Class Colours/Uniform | **OPTIONAL** If possible, invite the students to come dressed in their TEAM COLOURS. No need to buy new shirts etc.  |
| FIRST AID KIT | In the event of a minor accident, we will supply a First Aid Kit for staff to access on the day.  |
| EMERGENCY  | In anticipation of an emergency, we encourage all tutors to carry their cell phones and a list of student emergency contacts. At the start, we will outline Emergency Procedures.  |



Arena

Trades Campus

Main Campus

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| **WHITIREIA YOUTH STUDENTS SPORTS DAY*****POTENTIAL RISKS & CONSIDERATIONS*** *Monday 7 September, 2015 Te Rauparaha Arena* |
| **Event** | **Whitireia Youth Students Sports Day**Monday 7 September, 2015 9.30 – 3pmTe Rauparaha Arena |
| **Location** | Refer to the location map for directions  |
| **Tutor Supervision** | Tutors responsible for directing and supervising their classes or teams. This includes when travelling to and from the venue. |
| **Emergency Contacts** | Tutors encouraged to bring a list of their students emergency contacts in the event of an emergency |
| **First Aid Kit** | A First Aid Kit will be provided for students and tutors to utilise on the day  |
| **First Aid Room** | Venue has a First Aid room that can be accessed if required |
| **POTENTIAL RISKS OR INCIDENCES** |
| During the Sports activities, a student is injured during the event | **Minor Injury**Tutor and organising staff to access First Aid Kit to treat minor injuries [cuts, grazes]. Records incident.**Severe Injury**In the event of a more severe incident, the appropriate emergency service will be contacted. Venue has a First Aid Room that can be accessed if required. Tutor will refer to Emergency contact list to inform of incident, as well as contact relevant Faculty personnel [Dean, Programme Manager]. Incident to be recorded. |
| Venue has an emergency incident [Earthquake, Fire etc] | **Introductions**As part of Introductions, the venue Health and Safety Procedures will be outlined for staff and students present.**Venue Health and Safety Procedures**Each classroom tutor and the event organisers will follow the venue Health and Safety Procedures for emergencies. |
| Incident or emergency involving a minor | **Parent or Caregiver Consent**Tutors are responsible and encouraged to inform guardian and/or caregivers especially for students under 18yrs to either consent or be informed of the event. In the event of an incident, the caregiver or guardian is informed.  |
| Incidences while travelling to and from the venue [roads, cars] | Each tutor is responsible for directing and supervising their classes. Please refer to the location map for safest route to the venue.  |



Entrance