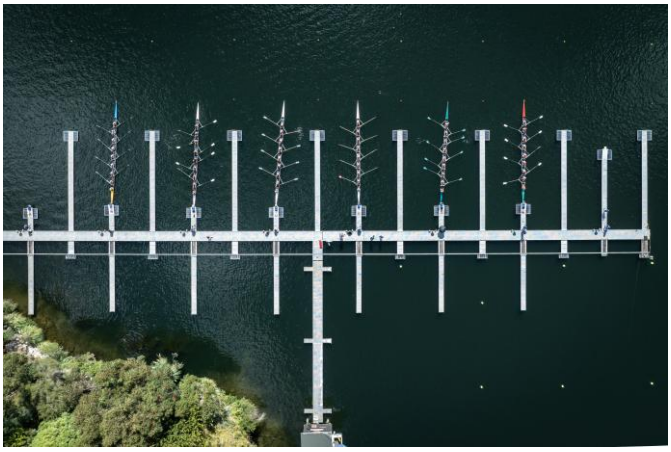


COLLEGE SPORT AUCKLAND & JUNIOR REGATTA 2026

LAKE KARĀPIRO

REGATTA HEALTH & SAFETY PLAN

Saturday 14 February & Sunday 15 February
(Set-up: Friday 13 February)

ORGANISATION DETAILS

Organisations Details: Karāpiro Rowing Incorporated (KRI)
Event Organiser: Carol Howard, KRI Operations Manager
Address: PO Box 1052, Cambridge 3450
Email: operations@karapirorowing.com
Mobile: 027 506 6544
Website: www.karapirorowing.com

EVENT INTRODUCTION AND OVERVIEW

Event Name	**College Sport Auckland & Junior Regatta**
Location	Mighty River Domain, 601 Maungatautari Rd, Cambridge, 3494
Date	Saturday 14 February & Sunday 15 February 2026
	The College Sport Auckland Rowing Championships & Junior Regatta is a school level regatta with approximately 1500 athletes, from around North Island competing in numerous races between similarly classed boats and competitors at pre-determined times. Racing is over the 2000m course in zones 3,4,5,6 of Lake Karapiro
Number of competitors	1500 approx
Number of spectators	2600 approx

EVENT RULES

This event is exclusively run by KRI and will be run in line with the NZRA Rules of Racing 2025 and, in conjunction with any Regatta Conditions. These will be published at www.karapirorowing.com and www.rowit.co.nz prior to the regatta.

To run the event, we will need to temporarily suspend **sub clause 2.5.1a), d) and g)** of the Waikato Regional Council Navigation Safety Bylaw during the conduct of activity and temporarily reserve

Zones 3-6 at Lake Karāpiro on

14 & 15 February 2026

INDUSTRY GUIDELINES AND COMPLIANCE REQUIREMENTS

It is a condition of entry that all participants understand that all regattas will be conducted pursuant to the NZRA Rules of Racing 2025, NZSSRA Regulations for Regattas (if applicable), KRI Rules, any rules modified by the Published Regatta Conditions, NZRA Directives for Race Officials, section 2 of the NZRA Directive for Courses and in strict accordance with NZRA Water Safety Code 2016, Part 91 of MSA Maritime Rules, WRC Navigation and Safety Bylaws and any other conditions as may be required by the Harbour Master or Statutory Authority.

Authorities

The operating authority stems from the Rules and Regulations of Maritime New Zealand, in particular the Maritime Rule Part 91 – Navigation Safety Rules, the associated amendments and circulars apply.

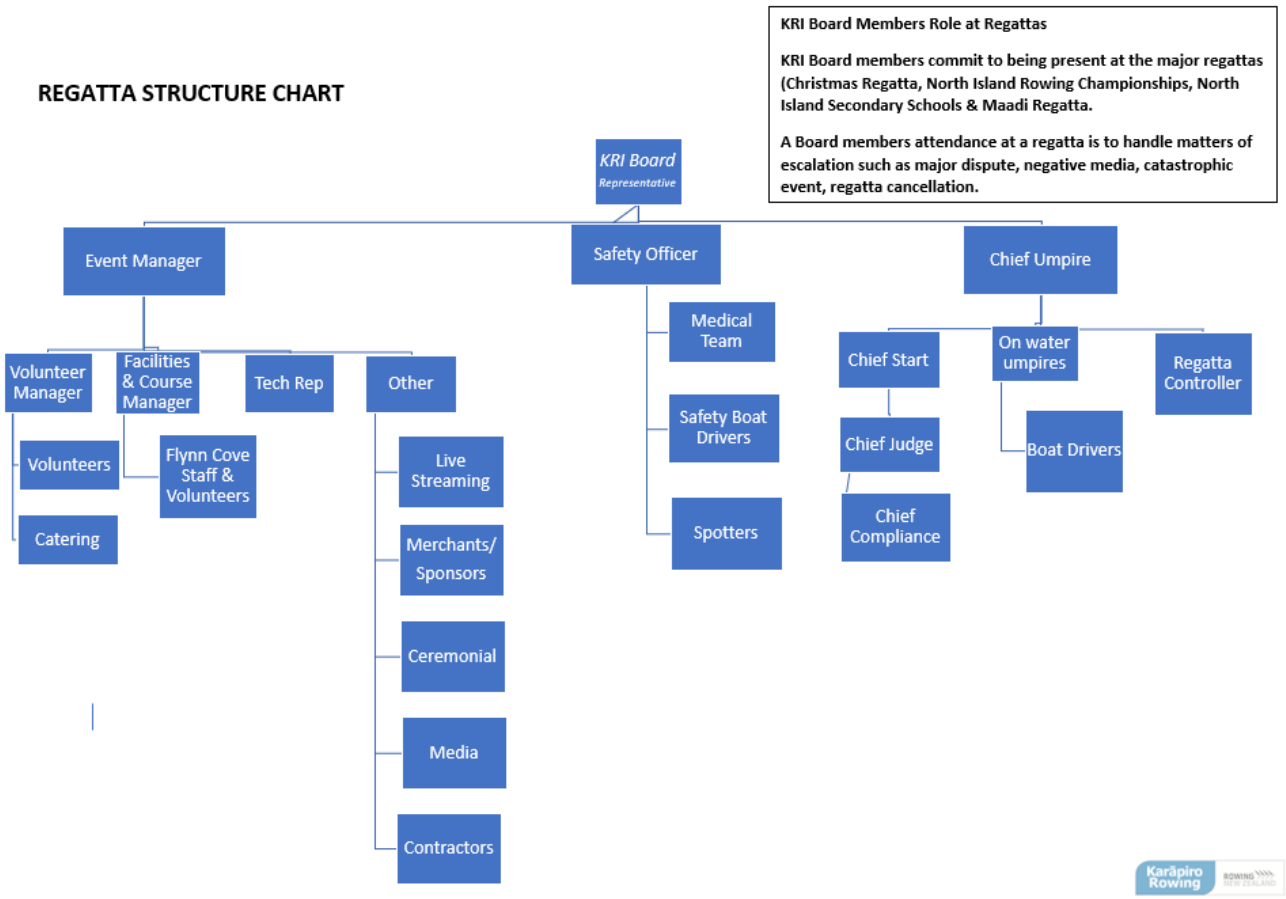
A second document by Waikato Regional Council **"Waikato Regional Council Navigation Safety Bylaw 2013 (revised edition 2020)**", also covers many aspects of safety associated with waterways in the Waikato and specifically covers Lake Karāpiro. A copy with the latest amendments is available from Waikato Regional Council at https://www.waikatoregion.govt.nz/services/regional-services/navigation-safety/rules-and-safety/navigation-safety-bylaw/

These two documents take precedence over all others on matters of Safety. This Event Risk Management Plan embodies the principles given in the above two documents and indicates areas of specific focus on Lake Karāpiro.

Where applicable for any and all formal employees the rules pertaining to the Health & Safety at Work Act 2015 shall be applied.

REGATTA GOVERNANCE STRUCTURE

The governance of this is illustrated by the diagram below:



Regatta Management Committee

The Regatta Management Committee, consisting of the Event Manager, Chief Umpire, Safety Officer, Regatta Controller, Operations Manager and Volunteer Manager. This committee meets each morning prior to the start of the regatta and at the end of each day, prior to the next day's racing.

Organising Committee

The organising and control of a regatta are the responsibility of the Organising Committee as appointed by local Association, NZSSRA, or RNZ and is responsible for:

Ensuring that the course and all necessary installations on land and water provide the necessary services for competitors in a safe and secure environment, preparing a regatta programme and sending it out to all the schools/clubs.

Appointing the members of the Race Committee, assistant umpires, starters and judges and Regatta Control. The Organising Committee meets once and month and as required for event preparation.

The Organising Committee, in conjunction with the Chief Umpire and Safety Officer host the Regatta Information and Safety Briefing session, which is compulsory for all entering entities to attend.

Regatta Race Committee

If any issues arise during the regatta that are to do with the RNZ Rules of Racing 2025, they shall be dealt with by the Regatta Race Committee. Types of issues dealt with by this committee include but are not limited to, race protests, uniform violations, disqualifications etc. The Race Committee is constituted of the Chief Umpire; Chief Start, Chief Judge; Association Representative/RNZ/NZSSRA Representative and a KRI Organising Representative.

KEY PERSONNEL

Event Manager

The Event Manager will ensure that service providers with the adequate qualifications have been booked for event set up, this primarily includes electrical and tent structure installation, traffic management and first aid. As far as possible, the use of SHE registered contractors will be engaged, where this is not achievable, prior permission will be obtained from MRD.

The Operations Manager, in conjunction with the Facilities Manager, will review the event site the day prior to the start of the regatta to ensure the site has been set up in a safe manner.

It is the responsibility of the Event Manager to conduct regular daily site inspections during the event. The Event Manager will also conduct spectator tent site audits to ensure spectator tent sites are inclusive of tent peg covers and fire extinguishers, should they have gas on site.

Facilities and Course Manager

The Facilities Manager will conduct the event set up toolbox safety briefing at the start of the event set up. The Facilities Manager will ensure that all temporary structures e.g., ceremonial cabin are set up in a safe and compliant manner. It is the responsibility of the Facilities Manager to ensure that all safety equipment is in good working order before the event. The Facilities Manager is to record all reports of damaged, broken or mal-functioning safety equipment and facilities for remedial action.

Chief Umpire

The Chief Umpire shall be responsible for the application of racing rules by the team of Race Officials during the race and for the imposition of penalties following interference, fouls or any other breach of the rules (NZRA or Local Event) that occur during the race.

Safety Officer

A Safety Officer will be appointed for the duration of the regatta. This person will be responsible for the safety and wellbeing of the participants for the event whilst on the water and to ensure that the on-water safety systems are being adhered to.

The Chief Safety Officer will engage with other Lake Users as to the Lake Closures times for each event.

The Safety Officer will ensure appropriate medical staff are on site prior to the start of racing each day. The Safety Officer is to ensure that all participants at the regatta are advised of the safety features deployed, the limitation of the operation and the aspects of which they are expected to have knowledge and training. This will take place in the form of a Safety Briefing held prior to the start of racing.

KRI Officials are trained in the appropriate safety aspects of running a regatta. If the Safety Officer doubts the ability of an official, they will bring their concerns to the Race Committee.

The Safety Officer is to keep a record of every safety incident giving details of the nature of the incident, who was involved, what happened and what was done. This information is to be maintained in a register on the online KRI Safety Monitor and be available for audit as required.

Where safety requirements within this plan conflict with the requirements of RNZ, then the more stringent of the conflicting requirements shall apply.

Regatta Control

Regatta Control is to ensure that crew members compete in their races in accordance with the Rules, Regulations and Safety System. Their duties include: - recording of scratchings and crew changes before the race; the drawing of qualifying races and finals; preparation and publishing the racing programme; and the weighing of coxswains and checking of necessary dead-weight.

Boat Marshal

It is the duty of the Boat Marshal to record all boats getting onto the water. This is done via a timestamp on the RP7 Regatta Programme system. When the crews return to the pontoons, and return their boat number, they are recorded as being “off” the water. The Boat Marshal and Numbers team keep track of any boats that may have not returned. Should such situation occur, the Safety Officer is informed immediately and actions locating the boat/crew.

KRI Volunteers

It is required that all KRI volunteers attend the KRI Induction training. This training includes covering KRI policies and documents, child wellbeing and Health and Safety. At the start of each season KRI volunteers will attend a pre-season session which will include any changes and/or updates for the upcoming season.

All KRI boat drivers must have completed the KRI Boat Driver training and assessment course. It is the responsibility of the Volunteer Manager to ensure that only "qualified" umpire and safety boat drivers are rostered to drive at events.

Schools & Clubs Adult Safety Officer

Every club, school, and organized group of participants (often referred to as Clubs) should have an identified Safety Person or responsible representative who is expected to understand all the safety requirements. This should include Maritime Rule Part 91 and the Waikato Regional Council requirements and ensure the adherence to the relevant sections.

It shall be a requirement that every club shall be present and identified at pre-regatta safety briefings. It is the responsibility of each club or school to ensure that their rowers are informed of all safety requirements and that they comply with the current Rules of Racing as it refers to their health and fitness and wellbeing while they are at a KRI regatta.

Implementation to these safety requirements on behalf of KRI will be the duty of the Safety Officer appointed for every event. Observance of the KRI Safety and Risk Management requirements is mandatory.

The Safety Officer will monitor their observance and advise any breaches in writing to the club or school committee or officer responsible.

Biosecurity Officer

Every club should have an identified Biosecurity Officer or responsible representative who is expected to ensure that the club adheres to the Check, Clean, Dry protocols.

Key Personnel Contact Information

Role	Name	Contact
Event Manager/On land controller	Carol Howard	027 506 6544
Safety Officer/On water controller	Greg Liddy	027 336 0873
Facilities Manager	Dennis Howard	027 506 6545
NEMS Medical - First Aid	Neil Thistlewaite	027 394 1541
Police Cambridge		07 827 5531
Emergency - Ambulance, Fire, Police	**111**	
Site Manager	Liz Stolwyk	027 571 6206

Qualifications and Experience of Key Personnel

Position	Name	Bio
Event Manager	Carol Howard	• 4 years in the role as Operations Manager for Karapiro Rowing Inc; • 6 years volunteering with KRI; • 13 years involvement in hosting regatta's; • Organizing Committee member for World Rowing Masters Championships Tswane, South Africa in 2023; • 23 years involvement in rowing 10 years as a National Umpire (Rowing South Africa); • Current RNZ Race Official; and

		• BA Sport Management Honours degree
Safety Officer	Greg Liddy	• 17 years as a KRI volunteer as an umpire boat driver and safety boat driver • 17 years Royal New Zealand Navy, holds a Master Mariners Certificate (Ocean Going), has held command of a number of RNZN ships. • Considerable experience in driving 6/7 metre boats • Has attended several boat safety training courses over the last 16 years. • Has 30 years corporate experience in setting up Health and Safety plans and implementation and running of SMS systems. • Has first Aid and CPR training.
Facilities Manager	Dennis Howard	• 3rd year as Facilities Manager at KRI • Organizing Committee member for World Rowing Masters Championships Tswane, South Africa in 2023; • 6 years volunteering with KRI • Current RNZ Race Official • Site Safe Certificate and • Working at heights certificate

ONSITE MEDICAL, FIRST AID, SECURITY AND SAFETY RESOURCES

First Aid

During events, and on certain training days, the 4 bed First Aid Room located underneath the Don Rowlands Centre, is occupied by the medical team. The medical team arrive at least 45 minutes prior to the start of training and racing.

Please find bookings below.

KRI Junior Regatta and AKL SS	
Friday 13th February 2026	Time
1 x Emergencey Care Technician	0945-1700
Saturday 14th February 2026	
1 x Paramedic	0715-1800
1 x Emergencey Care Technician	0715-1800
1 x First responder	0715-1800
Sunday 15th February 2026	
1 x Paramedic	0645-1700
1 x Emergencey Care Technician	0645-1700
1 x First responder	0645-1700

Security - YES

For all events, overnight security will be booked from 6pm until 6am. Security will close both the booms accessing the boat park and along the spectator embankment to limit access to site to only via Gate 2 as this ensures video footage of all vehicles accessing site. Their main area of focus will be the spectator embankment and boat park.

Police

For major events there is likely to be additional Police presence at the event and this is usually requested. For all other events there is unlikely to be a police presence. The closest Police Station is in Dick Street, Cambridge opposite Victoria Square. Distance to the lake is 9.5 kms. Emergency access is available via the '111' network.

Fire

Cambridge operates a Volunteer Fire Brigade. The Fire Station is in Duke Street adjacent to the main Shopping Centre. Distance to the lake is 9.5 km's, estimated travel time 11 minutes. Emergency access is available via the '111' network

Doctor

Details for local medical centres are in the table below:

Centre	Address	Phone
Leamington Medical Centre	127 Shakespeare St, Leamington	07-827 5959
Cambridge Medical Centre	48 Alpha St, Cambridge	07-827 7184
Accident & Emergency (24 hrs) Anglesea Clinic A & E, Hamilton City	Gate 1 Cnr Thackeray, Anglesea Street, Hamilton 3420	07-858 0800
Cambridge Community and Sports Physio	127 Shakespeare St, Leamington	07 827 7561

For emergencies dial "111" or contact the onsite Medic in the first instance.

Site Access

The site and all internal roads will be accessible for emergency vehicles. Three to four emergency shoots will be erected along the spectator embankment to ensure that access is not restricted by tents and or tent guy ropes.

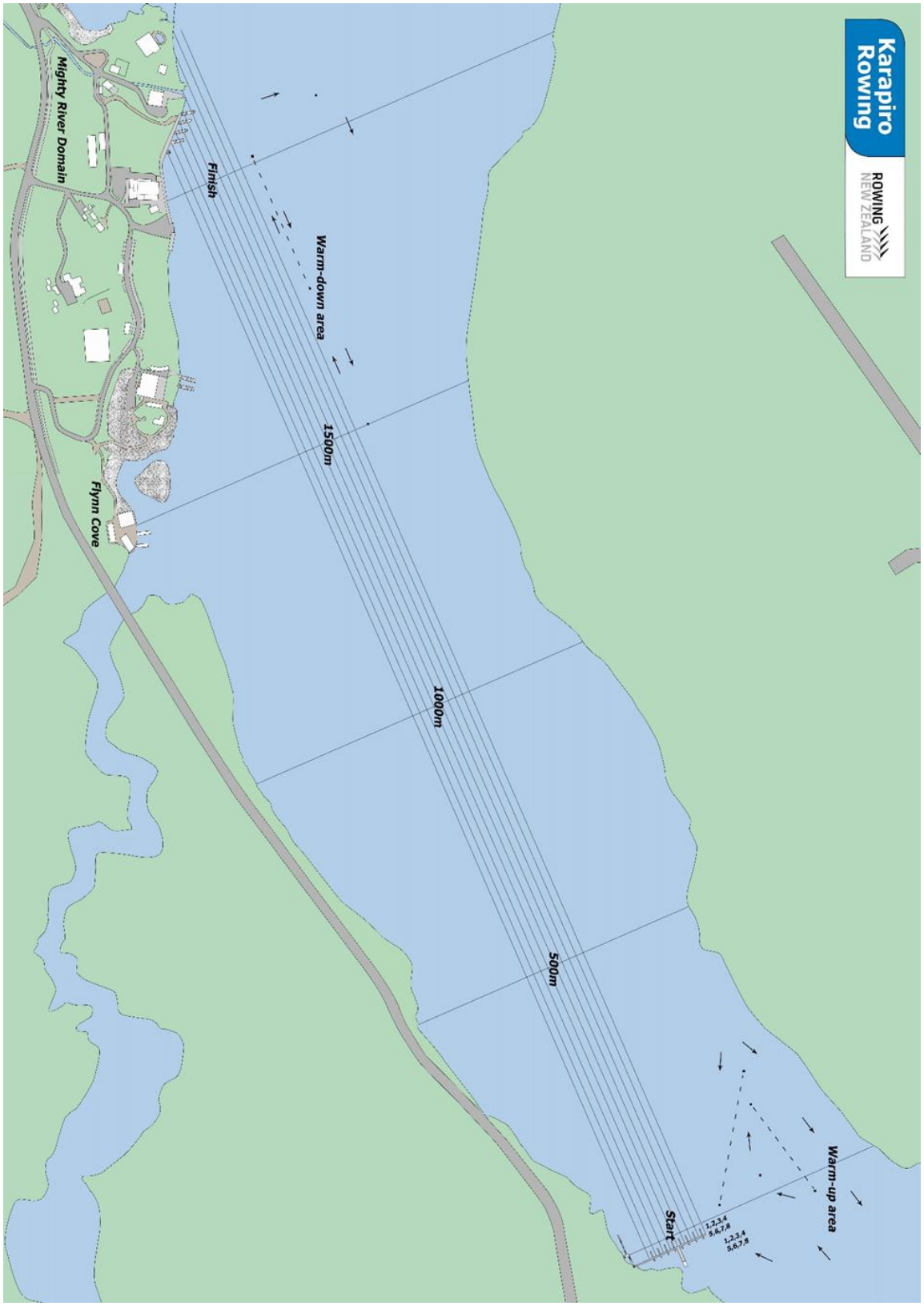
Ambulances will be requested to drive to Gate 2 of Mighty River Domain, where a KRI volunteer, in a high viz vest will meet the ambulance to escort them to the required area on the domain site.

APPLICATION AREAS

This plan applies to the land area occupied by the KRI start tower/pontoons/wharf building and the adjacent areas.

On the water, applies to the section of water the width of the lake that starts approximately 200 meters east of the 2000m start line and approximately 500m west of the rowing course finish line.

2000m Course Site Layout



Demarcation

The lake closure area will be demarcated by the use of the “weed wire”.

Booking area	Dates	Times
Zone 4 – 6	13 February	10:00 – 17:00
Zone 3 – 6	14 & 15 February	05:00 – 18:00

Flags

KRI has deployed the use of flags to indicate the status of the lake for aquatic activities. The flag is flown from the flagpole outside the Marshal’s Hut positioned next to the on/off water pontoons in the boat park and is used throughout the event.

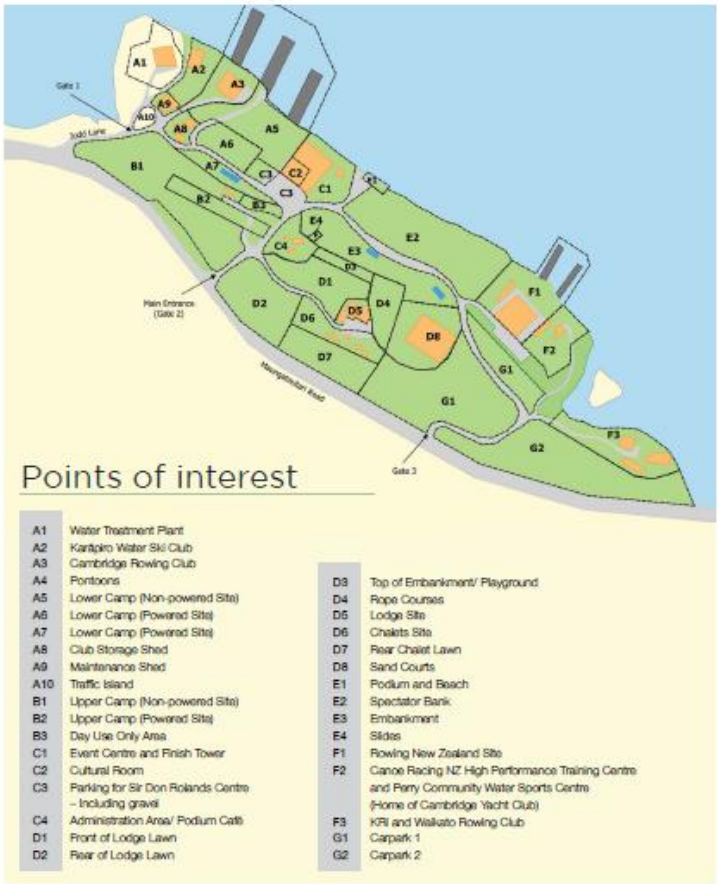
Flag Signals

The following flag signals apply and the meaning of the colours are as shown.

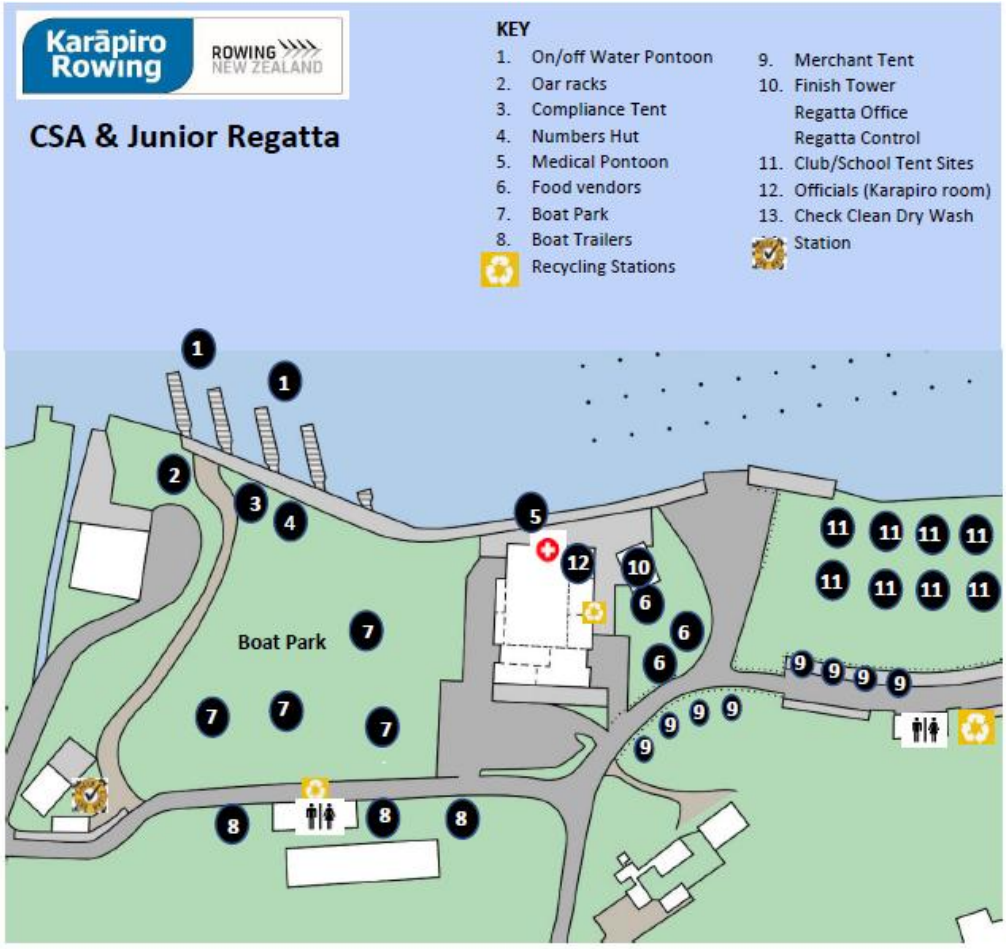
Green: Lake is Open

Red: Lake is Closed

Mighty River Domain Site Map and Key



Regatta Set Up Site Plan



Domain Ground Bookings

ZONE	DESCRIPTION	DATES OF USE	No. OF DAYS	HOURS: OF USE
A5, A6, A7	**Lower campground**	12 & 13 Feb (set up) 14 & 15 Feb	2 2	07:00 – 18:00 07:00 – 18:00
B2	**Upper campground**			
E2	**Spectator embankment**	13 Feb (set up) 14 & 15 Feb	1 2	07:00 – 18:00 07:00 – 18:00
D2	**Rear of Lodge lawn**	14 & 15 Feb	2	06:00 – 19:00
D1	**Front of Lodge lawn**			
C1	**Back of Tower**	12 & 13 Feb (set up) 14 & 15 Feb	1 2	07:00 – 18:00 07:00 – 18:00

G1	**Car park 1**	14 & 15 Feb	2	06:00 – 18:00
G2	**Car park 2**	14 & 15 Feb	2	06:00 – 18:00
A10	**Judd Lane**	12 & 13 Feb (set up) 14 & 15 Feb	1 2	07:00 – 18:00 07:00 – 18:00
Sir Don Rowlands Centre	**Asphallt Carpark** **Note this is only available if you book the main hall OR the main hall is not booked by another user.*			

Sir Don Rowlands Centre	**Asphallt Carpark** **Note this is only available if you book the main hall OR the main hall is not booked by another user.*	22 Jan (set up) 23-25 Jan	1 3	07:00 – 18:00 07:00 – 18:00

AREA	DATE OF HIRE
Main Hall	
Servery/ Foyer	
Main Kitchen	14 and 15 Feb (half day use)
Karāpiro Room	Friday 13 Feb (set up) 14 & 15 February
Waipa Room	
Te Manawa o Matariki Room	
Drug Testing Room	
First Aid Room	Friday 13 Feb – Sunday 15 February
Perry Community Water Sports Centre (Canoe Room)	

Site Plan Notes

- Racing will be run on the 2km Course. The course laying will start approximately four to five days prior to the start of the event.
- The Boat Park will be located in the Lower Campground; racks are to be erected by members of Waikato Rowing Club.
- The numbers hut and oar racks will be set up on two days prior to the evet and will be located by the on/off water pontoons.
- Boat Trailers will be in the boat park as per the map. Park allocation will be able to be found at www.karapirorowing.com closer to the event.
- NEMS Medical, will be in the First Aid Room in the Don Rowlands Centre.
- The Regatta Office will be in the KRI Finish Tower.
- The Officials meeting location will be in the Karāpiro room.
- Spectator parking will be located in G1 & G2.
- Race official parking will be in D2.
- Wheelchair parking and parking for the elderly will be in the allocated close to RNZ.
- Check Clean Dry Boat was station will be set up in front of the KRI Shed and various other areas with access to a hose connection.

EVENT TIMELINE

Please note: This may change subject to entrant numbers and race scheduling.

Up to date information can be found at www.karapirorowing.com

Monday Evening Prior to the Event	Chiefs Information Session
Wednesday Evening Prior to the Event	Club Information and Safety Session
Two days prior to the event	Boat Park Set Up
One day prior to the event	Meeting with MRD Pre-Regatta system check
Racing Days	**5:00AM:** Lake Closes to Public **6:40AM:** Regatta Management Meeting **6:45AM:** Regatta Officials Briefing **7:00AM:** Regatta Officials and Safety Crew get on water, final check of lake Approved Merchants and Vendors arrive **7:30AM:** Lake is declared "open" once Chief Umpire has cleared the lake. Once open, first competitors get on water **08:00AM:** First Race: (Race Schedule can be found at www.karapirorowing.com and www.rowit.nz) **5:30PM:** Last Race

	5:45PM: Regatta Officials clear lake- Final Check **6:00PM**: Lake opens to public Regatta Management debrief

FACILITIES AND EQUIPMENT

On Shore Facilities

There is strategically placed safety equipment on shore for use for incidents that occur. There are two main points where such equipment is located: at the Regatta Control Building and at the 1000m/2000m Start Tower.

2000m/1000m Start Tower

Safety equipment items should be located at the start tower and/or in the Aligners Hut at the 2000m mark and be available for use during KRI sanctioned events. The safety equipment should include the following types and quantities:

Safety lines – throwing type	[2]
First Aid Kit	[1]
AED	[1]
Approved buoyancy aids or Personal flotation devices (PFD's)	[10]
Tool Kit - including sharp knife	[1]
Thermal Blanket	[20]

Loud Hailer (as appropriate)

Radio Telephone (as appropriate) – normally VHF type with 2 channel.

Drinking water (as appropriate)

Water based equipment

Safety/Rescue Boats

The rescue boats are designed to reach anywhere on the course within two minutes and shall be deployed so this can be achieved. These boats are specifically for the Safety/Rescue tasks, and it is essential that those using these boats should be fully trained in rescue techniques, be completely familiar with the safety features and facilities and be trained in first aid principles.

The recommended equipment list for these rescue boats includes the following:

Safety lines – throwing type	[2]
First Aid Kit	[1]
Life Jackets (to NZS 5823:2001)	[2]
Approved buoyancy aids or Personal Flotation Devices (PFD's)	[10]
Tool Kit - including sharp knife	[1]

Thermal Blanket [2]

Loud Hailer (as appropriate) [1]

Radio Telephone (as appropriate) – normally VHF type with two channels [1]

Bow & Stern mooring lines [2]

Waterproof check list for equipment affixed to the boat in clear view of the boat driver. [1]

All boats can be used as safety boats. Umpire boats are generally the first boats to arrive at an incident on the water and are then backed up by the closest safety boat.

Umpire Boats

General

All boats will have their asset number (Name) recorded clearly on them. This will be used to identify all aspects that relate to that specific craft including costs and maintenance history.

Each boat is to have a record of its maintenance history. The Facilities Manager is responsible for all maintenance and ensuring any boat that is to be used for any event is in full working condition.

Included in the maintenance plan for every boat is the requirement for a fully documented annual inspection and testing of each boat. This should be completed before December every year.

Every boat must display the number of persons it is to carry for normal operations. There is no mandate to exceed this number for normal operations.

Every boat will carry both safety and operational equipment.

All personnel using KRI boats shall wear non-slip footwear appropriate to the conditions prevailing at the time.

EVENT COMMUNICATION

Regatta Official Internal Communication

KRI officials communicate via a 3-channel internal radio system with a licensed frequency. The 3-channel system includes a dedicated channel for Safety, the Medic will be always listening in on this channel. The channels are DNX6, DNX11 and DNX50.

All key personnel at the event always have a hand-held radio, including but not limited to:

Event Manager

Chief Umpire

Safety Officer

Facilities Manager

Medical Staff

Regatta Control

Office

Chief Starter

Chief Judgers

Chief of Boat Park

Boat Marshal

Marshals Hut

Traffic Management and Parking

All on water umpires

Safety Boat crews

Cox weighing

Boat weighing

Ceremonial

Table-mounted radio systems can be found in the following areas:

Marshal's Hut

Judges floor

Aligner's Hut- Start

First Aid Room

Start Tower

Flynn Cove

Key Event Personnel will also always have their mobile phones on them. Contact details can be found in "Key Contact Information".

External Communication with the Rowing Community

KRI communicates with the rowing community via their website (www.karapirorowing.com) prior to the regatta. Information that can be found on this website includes but is not limited to:

Entry Information

Regatta Calendar

General Regatta Information

Updated Regatta Conditions

Safety Plan

Event List

Race Schedules

Day sheet

Trailer Park Allocation

Tent Site Allocation

Information on the regatta can also be found on the RowIT- www.rowit.nz

KRI also uses a Facebook page and Instagram page to communicate with the public.

Furthermore, a season regatta information session will be conducted via zoom, in addition to a compulsory regatta information and safety briefing session, prior to each regatta.

Event Day Communication

Regatta Office

During the regatta KRI operates an office on the ground floor of the KRI Finish Tower. The office answers any queries from the general public, competitors, coaches or spectators.

Any regatta specific documentation will also be completed in the tower. If the tower staff have any queries, they have a list of key personnel they can contact for further information.

Public Address System

KRI uses two Public Address systems.

The first covers the spectator embankment, C1 and the grandstand areas. The main purpose of this system is to convey race commentary to spectators. Any other information specifically for spectators is communicated via this system i.e., lost property, car park information etc.

The second PA system covers the boat park (lower campground and upper campground). This PA system is controlled by the Boat Park Chief. Information that is specific to competitors is conveyed over this system i.e., calling boats to the water (generally 30 mins prerace), communicating any delays etc

WhatsApp

KRI has a Safety and General Messages WhatsApp Group, which all schools and club management teams are requested to join.

Incident Communication

The actions taken will depend on the nature of the incident and the severity of harm and/or potential harm. The following table outlines the initial approach to incident management:

Incident	Communication	Action
Minor Injury	Contact Medic to request first aid (Radio communication- off water: “Medic, Medic, Medic”, on water incident “Rescue, Rescue, Rescue”).	Medic to coordinate first aid assistance immediately. Medic to complete incident report to be submitted to Operations Manager at end of day.
Serious Harm Injury	Contact Medic to administer first aid.	Within 15 minutes of being made aware of incident, Safety Officer and KRI Rep will

	Contact Ambulance (111) Contact Safety Officer to attend incident. Personnel at incident site to liaise with appropriate services (police and next of kin if necessary). Inform KRI Rep and Operations Manager.	assess impact on the regatta and action any decisions, e.g., put event on hold. Incident report to be completed by reporter, and confirmed by Safety Officer.
Fatality	Contact Medic. Contact Ambulance (111) and Police to attend. Contact Safety Officer to attend incident. KRI Rep to be informed. Medic, Safety Officer, Regatta Manager to liaise with Police. Next-of-kin details to be made available from regatta entries.	Within 15 minutes of being made aware of incident, Safety Officer and KRI Rep will assess impact on the regatta and action any decisions, e.g., put event on hold/cancelled. Incident report to be completed by reporter, and confirmed by Safety Officer. KRI Rep and Operations Manager to liaise with insurer and any other relevant parties.
Property Damage	Contact Operations Manager to advise of damage. Operations Manager to liaise with Mighty River Domain Staff.	Operations Manager to investigate cause and extent of damage. Operations Manager to liaise with Mighty River Domain in relation to remediation of damage. Operations Manager to liaise with insurer and/or any other relevant parties.

General Requirements

There are a number of requirements that need to be met to ensure the safe operation of the KRI facilities. This includes the maintenance and record keeping aspects which need to be followed. All the maintenance activities including the record keeping are the responsibility of the Facilities Manager.

Lane Wires and Buoys

All lane wires should undergo an annual inspection where repairs are to be made to set the course up for the major regattas. This will include buoy inspection and replacement as required.

On Shore Activities

The on-shore activities are required to ensure that the risk to health and safety is minimized. It also includes the maintenance records of all the equipment as well as the health and safety activities carried out.

Shore Based Equipment

An annual inspection of all shore-based equipment is required. It is appropriate this be done in conjunction with the boat inspections and all results should be recorded.

For operational items, their full functionality as required in an operating environment should also be tested and the results recorded.

Similarly, a further inspection is required after the regatta season to identify any major repair work or purchases prior to the Annual General Meeting.

Safety Equipment

All safety equipment is to have an annual inspection to ensure it is fit for service. This includes the testing of the Life Jackets to NZS 5823, the testing of the buoyancy aids, throw lines and ensuring the first aid kits are replenished.

All fire extinguishers are to have an annual inspection to ensure it is fit for service. The KRI Finish tower to undergo annual WOF inspections.

All power cords are to have an annual "tag and test" completed, and displaying an up-to-date tag.

RISK & HAZARD IDENTIFICATION

The Risk & Hazard Identification (KRI Regatta Risk Register attached) indicates some of the hazards that could be experienced at this event. This is not intended to be a complete list but includes some of the common ones KRI personnel have observed.

Weather Limits for Cancellation

Lake Karāpiro is the last in a chain of hydro lakes fed at the upper end of the chain by snow and rain. The level of the lake is kept under control between agreed upper and lower parameters with any excess being capable of run out through power producing turbines and / or spilled over a dam in a by-pass movement. Generally, summer (rowing season) temperatures are temperate and wind direction can be frequently variable. Wind is a predominant factor, and this occasionally causes the Lake to become rough very quickly. It is against this background that the safety management plan has been developed.

All water sports contain elements of danger and participants recognize this as a basic fact. However, there are various ways that the risk factors can be minimized.

Weather cancellations very much depend on the following factors:

Wind speed and direction

Thunderstorms with lightning

Fog

KRI reviews the weather forecast before each day's racing commences and contingency planning is undertaken around potential adverse weather conditions. As a general rule any wind above 5 m/s is monitored closely with 10 m/s being considered too strong to race.

Lightning risk at Lake Karapiro results in immediately putting the regatta on hold and getting all athletes and officials off the water. We have identified a number of evacuation points around the lake to expedite this process e.g. Brooklyn Water Ski Club, Flynn Cove, RNZ pontoons and KRI on water /off water pontoons.

Fog generally results in suspension of racing until it clears to allow racing to recommence.

Parking

A comprehensive Traffic Management Plan (TMP) is planned and coordinated with a Site Traffic Management Specialist (STMS), KRI and Parking attendees ahead of the event. On event days, communication shall be frequently used between the STMS and Parking attendees, which may include two-way radios or cell phones. The lead Parking attendee and STMS shall always have direct communication lines to the KRI Rep or Operations Manager. All parking planning shall be conducted prior to the event day, and daily management meetings held to review the current parking needs and/or any issues/concerns. A KRI representative shall also conduct a site review and check in with Parking attendees and the STMS every 3 hours.

Potential risks include collisions, site drainage resulting in vehicles becoming stuck or sliding, and pedestrian traffic. These will be addressed through effective planning in the TMP, effective communication on event days (escalating to STMS or KRI Rep when required) and regular site checks.

Boat Park

The Boat Park (Lower Campground, Upper Campground, Judd Lane and Sir Don Rowlands carpark) is the primary location of all rowing skiffs, boat racks and boat trailers during events. In planning for the boat park layout, we aim to minimise congestion, create logical pathways for the movement of skiffs and people, and equity between all clubs and schools for water access.

Potential risks in these areas include the blocking of emergency accessways by boats, overhanging skiffs at head height, slippage in wet conditions and electrical. To mitigate these risks, we articulate that access ways are not to be blocked in our pre-event safety briefing and monitor every 3 hours on event days. Boat racks are spaced to ensure boats are at a consistent and reasonable height between access ways. Site checks are performed on ground conditions during an event, and/or blocked off when excessive ground moisture/flooding is present.

Embankment

The embankment is monitored for placement of bollard caps. Electrical is installed by a qualified electrical technician, usually an external provider (currently SBI Productions), using current and updated tag and tested electrical leads and equipment. Site checks will also confirm no alcohol consumption. Though traffic is minimised by traffic marshals, and (if required) escalated to the KRI Rep or Operations Manager; any relevant offending clubs/schools are informed to remove their vehicles from this area promptly.

Boat Limits

No Umpire boat shall proceed with more than 4 people on boat unless when removing rowing crew members from the water. On those occasions Umpire boats shall be restricted to a maximum speed of 5 knots and shall refrain from further umpiring operations until all rowers have been landed on to a safe environment.

The two main safety boats shall carry no more than 2 crew. Total number of people permitted on board during rescue incidents shall be 11 (2 + 9).

The Takacat (RIB) shall not carry more than 2 people at any time.

No boat shall carry observers/public/photographers without the express permission of the Regatta Safety Officer. Any such person to be carried shall be wearing an approved life jacket and appropriate non-slip footwear.

Previous Safety Incidents

There have been 4 significant safety incidents in the previous 9 years at similar events held by Karāpiro Rowing Inc.

27th Jan 2016: Young female broke ankle on Domain playground in D3 attended to by event medic, ambulance attended.

12th March 2017: Female collapsed unconscious during race in a double scull, safety crew first responders, athlete retrieved, transferred to pontoon - medic alerted and waiting with stretcher at pontoon. Ambulance called. Transferred in ambulance to hospital.

2nd March 2018: Minor incident - crew capsize, witnessed and attended to by umpire and safety crew. Athlete's heel was stuck in shoe. Athlete managed to release foot and was fine. Subsequently investigated by Chief Umpire as heel tie compliance is a condition of entry into event, issue was caused by shoe condition and the tying procedure - school officials notified and rectification discussed.

February 2020: Female rower passed out in a double at the 1000m due to exhaustion. Attended to by event medic and recovered well.

March 2023: Female rower got her leg stuck between two pontoons. Have built pontoon fillers to cover over the gap.

Further details of all incidents can be found in the online KRI Safety Monitor Register.

Details of minor-moderate incidents recorded previously include:

- crew capsizes and subsequent rescues performed by umpire/safety crews
- skiff equipment damage and either replacement of the malfunctioning equipment or withdrawal from event
- athletes in distress due to exertion and subsequent rescue performed by umpire/safety crews
- muscle strains
- minor cuts/grazes
- blisters
- migraines
- nauseous/dizziness
- dehydration/heat stroke
- insect stings
- soft tissue injuries

All dealt with via procedures outlined in Risk Management Plan.

Attached documentation:

Risk & Hazard Identification and Management (as per attached)

Rowing NZ Rowing Water Safety Code 2016 (as per attached). This is currently under revision and will be updated shortly.

KRI Public Liability Insurance

Confirmation of Medical Assistance