

# Recovering from a flood or other major weather events



The job of cleaning up after a major weather event is a big one. It will take some time and we know many of you need help and will continue to need help long after the event has gone. This guide will help you to build a plan to recover for the short, medium, and long term.

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## 'One voice of truth'

There will be many different ways of sourcing information on what to do and when to do it. We recommend you refer to **Civil Defence Emergency Management** in your area and this is most likely found via your local Council or Civil Defence NZ.

<https://www.civildefence.govt.nz/>

You will find useful emergency response information vital for during and after the weather event. The most important advice we can give at the time of the event is to ensure your safety and that of others close to you.

In this document you will find a simple overview of tasks for general information. Each task list is on a separate page so that you can easily print and separate the tasks. At this time, it is essential not to panic and follow the guidelines and task lists included on the following pages.

## Notes


## First Task List – Visual Assessment

Once the weather event has passed and it is safe to return to your club, complete the following checks and tasks.

Task	Check
Contact your club staff and/or committee members to discuss this plan	
Check and photograph car park for debris, subsidence, damage, and blocked drains	
Check and photograph front entrance to club for debris, damage, and blocked drains	
Check and photograph all internal rooms/facilities/furniture/plant/equipment of club for debris, damage, and leaks – hint, look up and down!	
Check your electrical services by observation only. If you were flooded your electrical services (lights, plugs, appliances) may have been submerged. If so, do not check to see if anything works!	
Check your 'in coming' water sources (taps, toilets, showers) by observation only. If you were flooded your water supply may be contaminated. If so do not check to see if anything works!	
Check your 'outgoing' water sources inside your club (sinks, toilets, showers) by observation only. If you were flooded your water sources may be contaminated and drains blocked. If so, do not check to see if anything works!	
Check your 'outgoing' water sources on the outside of your club (downpipes, drains, sumps, cesspits) by observation only. If you were flooded your water services will be contaminated and drains blocked. If so, do not check to see if anything works!	
Check and photograph your tennis courts for debris, subsidence, damage, and blocked drains (if your courts have surface drains). If you have artificial grass courts check for sand and debris clumping.	
Check and photograph your club boundaries and fences for debris, subsidence, damage, blocked drains, and neighbour inflow.	

**! Do not enter your club alone, you don't know what you may find!**

- Photograph everything so that you can provide an accurate list of visual damage to your insurance company.
- Only clear blocked drains if you believe it is safe to do so or it is surface blockages e.g., leaves and branches.
- Contact your local Civil Defence if you believe your club is damaged. Civil Defence will alert your local council to assess your property.

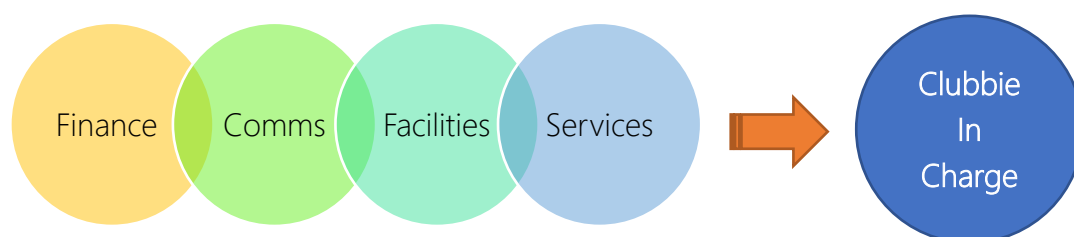
**! Now leave, do not do anything further unless your club has experienced minimal or no damage.**

## Second Task List - Communication

Once you have completed the First Task checks and you have concluded your club has minimal or no damage (i.e., no contact to Civil Defence), we recommend the following communications.

Task	Check
Contact your sport association e.g., Tennis Auckland, Northern, Counties Tennis to provide a status	
Contact your Insurance Company/Broker to provide a status. NB- your insurer will guide you on what to do first e.g., uplift carpet, dump furniture.	
Contact your Local Council to provide a status; especially if you are on Council lease land i.e., sports park.	
Contact your <a href="#">Regional Sports Trust</a> to provide a status; they will have direct contact with 'up line' information sources such as Aktive, Sport NZ, Auckland Council.	
Create a 'club response unit' each with tasks to complete – sharing the load	
Create a local social media response – #Tag'We are Safe' or otherwise (hint: drive all your communication traffic to one place to avoid miscommunication)	

### ➤ Suggested club response units.



The response units should focus on their club tasks and report through to a designated Clubbie in Charge who directs the effort and should be the key contact during the event. Each response unit should have the authority to build a team and get on with it.

**Tip:** it's not over until you are well clear of the event, a 'state of emergency' has concluded, and your necessary assessments have been completed and you have been cleared. You may require on-going support well after the event to get your facilities back to full compliance.

### Third Task List – Returning to play (Part A)

Once you have completed the second task list, communicated accordingly, and established your club response unit, we recommend the following actions on 'returning to play.'

Task	Check
<p><b>Deep Clean</b> – deep clean everything and please pay for this service as they will have the appropriate equipment. Don't put yourself at risk of contaminants!</p> <p><b>! It is essential that you groom or chemically clean your courts</b></p>	
<p><b>Dumping</b> – place all your damaged and unsalvageable items into a common place for disposal (collecting or transfer to a notified place).</p>	
<p><b>Service Assessments</b> – contact the following technicians for professional assessments for key services (refer to ARL preferred providers or your Insurers providers):</p> <ol style="list-style-type: none"> <li>1. Electrical assessment – all club electrics internal/external</li> <li>2. Water assessment – stormwater, wastewater, water supply</li> <li>3. Drainage assessment – downpipes, cess pits, sumps, drains (clear all)</li> <li>4. Building assessment – thorough structural assessment</li> <li>5. Furniture/equipment assessment – specialist equipment will require professional assessment e.g., fridges, kitchen equipment.</li> <li>6. Compliance – assessments against all the items subject to your BWOF</li> </ol>	
<p>Contact your Local Council to get a status for when you can resume club activities.</p>	
<p><b>Budget</b> – create a budget with priorities for action and funding (see Fourth task list)</p>	

### Third Task List – Rebuilding (Part B)

Once you have completed Part A of the third task list, and you have been assessed as 'significantly damaged' (See more here on: [Red or Yellow or White Stickered](#)), it is time to review your place in the network and put in place steps to rebuild or replace.

Component	Check
<b>Damage to courts</b> – this likely means you will have courts beyond a state of repair. Photograph and list damaged courts. Contact your Tennis Association/Region to seek technical support. We recommend you do this prior to contacting a court surface provider as there will be many different components, such as sub-base, drainage, fencing et al to factor in to your rebuild.	
<b>Damage to buildings</b> – this likely means your buildings will be damaged and assessed as <a href="#">Red Stickered</a> beyond a state of repair. Contact your Tennis Association/Region to seek technical support as they will guide you on the process to rebuild.	
<b>Damage to other areas</b> – if you have experienced damage to other areas of your club and/or you have a lease with your local Council, you will need to contact your Local Council to seek technical support on the process to rebuild. Your landlord, as landowner, will have responsibilities for the land, especially if you have experienced subsidence.	
<b>Reference</b> – with the help of your Tennis Association refer to the Facilities section of the <a href="#">Tennis NZ Club Toolkit</a> to review and plan your rebuild. The toolkit includes some planning advice for facilities, especially court surfaces.	

#### ➤ Choosing the right court surface – key considerations

<b>Foundations</b> – substrate or sub-base under the playing court surface. Installation of this is vital to future proof your surface.
<b>Drainage</b> – the court surface drains well so we can play soon after rain has stopped. Install surface drains that run the length of the court inside the fence and between courts. There are a variety of drainage options, therefore it's key to consult an expert.
<b>Maintenance</b> - a court surface that is easy to look after and affordable to maintain
<b>Value</b> - a court surface that represents good value for money
<b>Longevity</b> - a court surface that won't crack and will last a long time before replacement.
<b>Comfort</b> - a court surface that will be kind to bodies
<b>Performance</b> - a court surface that will help develop our players and benefit our coaches
<b>Opportunities</b> - a court surface so we can host tournaments and events

! Don't forget to refer to your local Council for emergency funding relief additional to your Insurance claim.

### Fourth Task List – Paying for it

Once you have completed the third task list, and you have had the ‘all clear’ to resume club activities, you will need to account for your costs. If you are making an insurance claim, all associated costs will be required to be included with your claim. Your local Council will most likely have funding streams that will be available to you.

The following are likely costs associated with your recovery. In the costs column list what quotes and/or estimate costs you could have. If you are applying for funding, you will require official quotes.

Component	Costs (\$)
<b>Deep Clean Costs</b>	
<b>Service Assessment Costs</b> <ol style="list-style-type: none"> <li>1. Electrical assessment – all club electrics internal/external</li> <li>2. Water assessment – stormwater, wastewater, water supply</li> <li>3. Drainage assessment – downpipes, cess pits, sumps, drains (clear all)</li> <li>4. Furniture/equipment assessment – specialist equipment will require professional assessment e.g., fridges, kitchen equipment.</li> <li>5. Compliance – assessments against all the items subject to your BWOFF</li> </ol>	
<b>Advisory</b> – costs associated with your recovery, funding applications, or general support.	
<b>Other</b> – other costs associated with your recovery.	
<b>Replacement</b> – costs associated with replacing your damaged items e.g., equipment, furniture.	
<b>Rebuild</b> – initial cost estimates associated with your rebuild e.g., court replacement, building replacement.	
<b>Total</b>	<b>\$</b>

It is critical at this stage to involve your Tennis Association as they will be able to deploy resources to assist with your recovery. They will also have the most up-to-date information on the funding streams available to you.

**! You are not alone during and after this event, so please reach out for support.**

## Key information sources.

<b>Sports Association/Organisation</b> Tennis NZ Tennis Northland Tennis Northern Tennis Auckland Counties Tennis	<a href="https://tennis.kiwi">https://tennis.kiwi</a> <a href="https://www.sporty.co.nz/tennisnorthland">https://www.sporty.co.nz/tennisnorthland</a> <a href="https://tennisnorthern.co.nz">https://tennisnorthern.co.nz</a> <a href="https://www.tennisauckland.co.nz">https://www.tennisauckland.co.nz</a> <a href="http://www.countiestennis.co.nz">http://www.countiestennis.co.nz</a>
<b>Civil Defence</b>	<a href="https://www.civildefence.govt.nz/">https://www.civildefence.govt.nz/</a>
<b>Your Council</b> Far North District Council Northland Regional Council Whangarei District Council Kaipara District Council Auckland Council << ALL >>	<a href="http://www.fndc.govt.nz">http://www.fndc.govt.nz</a> <a href="http://www.nrc.govt.nz">http://www.nrc.govt.nz</a> <a href="http://www.wdc.govt.nz">http://www.wdc.govt.nz</a> <a href="http://www.kaipara.govt.nz">http://www.kaipara.govt.nz</a> <a href="https://www.aucklandcouncil.govt.nz">https://www.aucklandcouncil.govt.nz</a> <a href="https://www.localcouncils.govt.nz">https://www.localcouncils.govt.nz</a>
<b>Auckland Council - Local Boards</b>	<a href="https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/local-boards/Pages/find-local-board.aspx">https://www.aucklandcouncil.govt.nz/about-auckland-council/how-auckland-council-works/local-boards/Pages/find-local-board.aspx</a>
<b>Auckland Funding –</b> Auckland Council emergency relief fund  Aktive emergency fund	<a href="https://www.aucklandcouncil.govt.nz/grants-community-support-housing/grants/regional-grants/Pages/grant-details.aspx?itemID=102">https://www.aucklandcouncil.govt.nz/grants-community-support-housing/grants/regional-grants/Pages/grant-details.aspx?itemID=102</a>  <a href="https://aktive.org.nz/funding-services/funding">https://aktive.org.nz/funding-services/funding</a>
<b>Regional Sports Trusts (RST's)</b> Aktive – Auckland Sport and Recreation CLM Community Sport Sport Auckland Sport Waitakere Harbour Sport Sport Northland	<a href="https://aktive.org.nz/">https://aktive.org.nz/</a> <a href="https://www.clmz.co.nz/clm-community-sport/">https://www.clmz.co.nz/clm-community-sport/</a> <a href="https://www.sportauckland.org.nz/">https://www.sportauckland.org.nz/</a> <a href="https://www.sportwaitakere.co.nz/">https://www.sportwaitakere.co.nz/</a> <a href="https://harboursport.co.nz/">https://harboursport.co.nz/</a> <a href="https://www.sportnorthland.co.nz">https://www.sportnorthland.co.nz</a>
<b>Independent Advisor</b> Community Asset Solutions	<a href="https://communityassetsolutions.co.nz/">https://communityassetsolutions.co.nz/</a>