



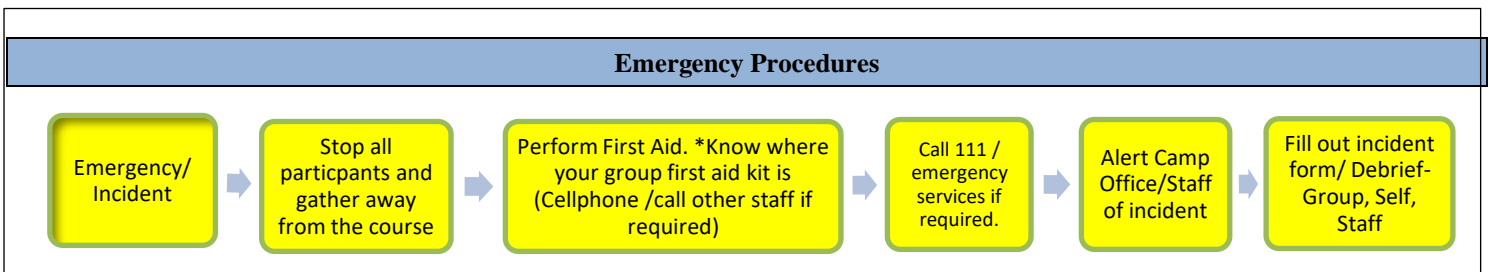
# Top Team



## Standard Operating Procedure

*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.*

<b>Activity:</b>	Top Team		
<b>Location of Activity:</b>	Main Field		
<b>Site:</b>	Taupo	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	01/05/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	01/05/2024	<b>Location of Hard copy:</b>	Camp Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Top Team gear, Score sheet, Run sheets Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
<b>Communication Procedures:</b>	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Health and Safety at Work (Adventure Activities) Regulations 2016.		



Equipment Check	
1	Resources are clean and in a good, usable condition

## Operating Procedures

### Pre-activity Check

- |   |  |  |
|---|--|--|
| 1 | Attend training and safety briefing with staff.                  |  |
| 2 | Familiarise with SOP/ equipment location.                        |  |
| 3 | Visual check of equipment and structures as per equipment check. |  |

### Setup

- |   |  |  |
|---|--|--|
| 1 | Put out enough challenges for the size of the group. As per run sheet. |  |
|---|--|--|

### MiCamp Instructor Brief to Supervisors

- |   |  |  |
|---|--|--|
| 1 | Assist with group management and fair play.                                      |  |
| 2 | One score keeper per group.  |  |
| 3 | Go over the SOP.   |  |
| 4 | Conduct training as per "Activity supervisor training and acknowledgement form". |  |
| 5 | Ensure supervisor is aware of emergency procedures.                              |  |

### Instructor Brief to Participants

- |   |   |  |
|---|---|--|
| 1 | Gather the group together and show them the general area, disclose appropriate Risks. |  |
| 2 | Start each challenge behind the set cone.   |  |
| 3 | Listen to instructions when the whistle is blown.                                     |  |
| 4 | Do not interfere when it's another player's turn.                                     |  |

### Instructions

- |   |   |  |
|---|---|--|
| 1 | Teams have to wait until the whistle is blown to begin each activity. Each team tries to gain as many points as possible while following the instructions given for each station. |  |
| 2 | The teams relay race to get as many people as possible through in the set time given. (usually 5min)  |  |
| 3 | Instructors to coordinate each round and add up scores.   |  |
| 4 | Encourage team chanting and the use of groups values.   |  |

### Closing Down the Activity

- |   |  |  |
|---|--|--|
| 1 | Gather all gear up and check that it is all returned. Inform MiCamp staff of any broken or damaged gear. |  |
| 2 | All gear tidily put in the Top Team trailer  |  |
| 3 | Clear out the general area of rubbish and lost property.   |  |
| 4 | Announce the winner.   |  |

### Pause points

- |   |   |  |
|---|---|--|
| 1 | Pause activity at any time if conditions or people become unsafe. |  |
| 2 | Pause activity if anyone gets Injured.                            |  |

<b>Hazards and Risk Identification</b>				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risks must be continually monitored throughout the activity*</b> New hazards/risks must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	Medium	ADMIN
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Supervisor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously.	Low	Medium	PPE
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove Participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participants racing close to each other	Supervisors to use good group management. Disclose risk to supervisors. Set up challenges appropriately.	Low	Medium	ADMIN
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Faulty equipment	Participants are to be briefed on the proper use of each piece of equipment (e.g. shoes worn on trikes). All equipment is to be checked regularly.	Low	Medium	ADMIN
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Collision	Stop all participants and attend to those injured.	Low	High	ADMIN
<b>Pause activity at any time conditions or participants become unsafe</b>				

**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice.**