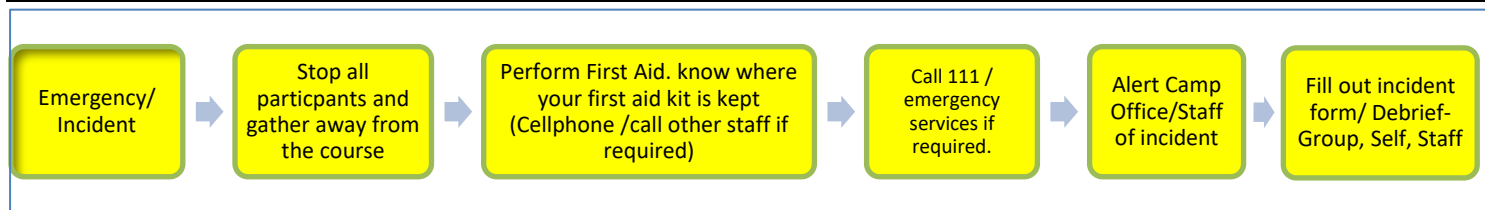




Standard Operating Procedure

Activity:	Mini Golf		
Location of Activity:	Mini golf course, bottom of field		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version :	2
Position:	Instructor	Approved:	Ted Muir & Alex Bennett (25/08/22)
Date Reviewed:	03/05/2022	Location of Hard copy:	Activity Shed
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 15 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site specific induction and assessment on internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment & Clothing Requirements:	MiCamp Supplied: Golf clubs, Golf balls, score sheets (optional). Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:			

Emergency Procedures



Equipment Check	
1	Golf clubs are not bent or broken
2	Golf balls have no cracks
3	Check course is free form obstructions: stones, branches, leaves or pooling water etc

Mini Golf

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	Collect equipment from Office.
2	Collect scorecards/ pencils (if using).
MiCamp Instructor Brief to Supervisor	
1	Go over SOP's.
2	Conduct training as per "Activity supervisor training and acknowledgement form".
3	Ensure supervisor is aware of emergency procedures.
Supervisor Brief to Participants	
1	Gather the group together and show them the general area
2	If necessary, reinforce appropriate use of equipment: Gentle putting, only using supplied equipment, (no hitting other objects with clubs)... etc.
3	Gentle putts only (no driving range shots).
4	Aim is to have the lowest number of hits from each 'tee' to the hole of each course.
5	Split group up. Have groups start at different courses.
Debrief suggestions	
1	Debrief any comments from participants. If relevant report to MiCamp staff.
Closing Down the Activity	
1	Gather all gear up and check that it is all returned. Inform MiCamp Staff any broken or damaged gear.
2	Ensure all clubs/ balls are returned to an appropriate area or as directed by MiCamp staff.
3	Alert the host of any changes/maintenance needed.
Pause points	
1	Pause activity at any time if conditions or people become unsafe.
2	Pause activity if anyone get Injury.

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



Mini Golf

Hazards and risk Identification

This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.

All Risk must be continually monitored throughout the activity

New hazards/ risk must be reported or resolved appropriately as soon as possible.

Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
Long hours in the sun	Apply sunscreen prior to activity. Bring water bottle. Program breaks. Participants 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 assessed continuously.	Low	Medium	PPE
Driveway	Watch out for cars and that participation are not running away close to the driveway. Speed limit for vehicles of 15Kmh.	Low	Medium	ADMIN
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Swing of clubs	Supervise vigorously. Remind participants to be aware of those around them. *Gentle putts only.	Low	High	PPE
When to pause Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
If conditions or participant become unsafe	Pause activity until conditions are safe again	Low	Medium	ADMIN

Halt activity at any time if conditions or people become unsafe