



Orienteering

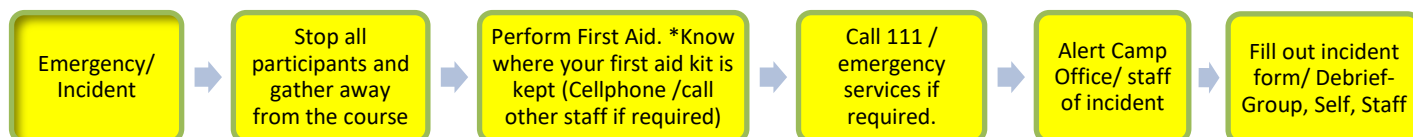


Standard Operating Procedure

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 debrief and meetings.

Activity:	Orienteering		
Location of Activity:	Entire camp site.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	4
Position:	Lead Instructor	Approved:	30/06/2025 HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 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.		
MiCamp Equipment:	<ul style="list-style-type: none"> ○ Clip sheets ○ Orienteering Maps (easy and hard) 	<ul style="list-style-type: none"> ○ Clip stations ○ Answer sheets 	
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Appropriate clothing for weather conditions 	<ul style="list-style-type: none"> ○ Covered shoes 	
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office or kitchen		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Map-based Activities Good Practice Guide V1 2019		

Emergency Procedures



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.

Operating Procedures	
Supervisor Induction	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP.
Setup (Staff)	
1	Collect equipment form the Office.
2	Ensure all the equipment is in the Orienteering box as per the equipment check.
MiCamp Instructor Brief to Supervisor (Staff)	
1	Go over the SOP.
2	Conduct training as per "Activity Supervisor training and acknowledgement form".
3	Ensure the supervisor is aware of emergency procedures.
Supervisor Safety Brief to Participants	
1	Explain the boundaries of the activity (That is: STOP and NO-GO areas).
2	Teams must always stay together.
Operating Instructions	
1	Get the group together and explain the aim of the activity and how to read the maps.
2	Explain that at the allocated time or when they hear the siren, they must return to the starting point.
3	Separate the group into teams of 2-3 with one map and clip sheet each.
4	Supervisor should stay at the start point and assist where necessary, if there is more than one supervisor, one can walk around, and check groups are in the right areas.
5	When a team has found a point on the map, they use the clipper to make a mark on their clip sheet.
Debrief suggestions	
1	Check score sheets and answers. Announce and congratulate the winner.
2	Debrief any comments from participants if relevant report this to MiCamp Staff.
Closing Down the Activity	
1	Gather all gear and check that it is all returned.
2	Inform host of any broken/missing clippers or if more clip sheets need to be printed.
Pause Points	
1	Pause the activity at any time conditions become unsafe.
2	Pause the activity if participant behaviour compromises group safety.
3	Pause activity if anyone gets Injured.

Equipment Check (Staff)	
1	Clippers are in working order and in correct location.
2	Sufficient number of maps (Easy/Hard) for the group and in a tidy state.
3	Sufficient clip sheets for the group (If not print more and put into folder).

Hazards and Risk Identification			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All risks must be continually monitored throughout the activity* New hazards/risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, Participants running, structure hazards	No running. Ensure participants have appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must use good group management. Disclose risks to participants. Remind participants of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. The Supervisor must halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove Participants from the activity or deny participation if the safety of others is compromised.	Low	High
Crossing driveway	Risk disclosed to group and instructed to check driveway before crossing. Group must be reminded of speed limits around camp and signs up around driveway.	Low	High
Reading map while walking	Appropriate footwear must be worn. Participants briefed and warned of dangers and should take care while moving and looking at map	Low	Medium
Participants leave grounds	Camp boundaries are explained and Participants briefed that they must stay within these. Do a head count of the group before and after the activity. Participants must stay in groups of 2-3, every group is to have a site map.	Low	Medium
Participant wandering into hazardous areas	Boundaries disclosed to group before activity. Group is instructed to stay away from other activities. E.g. Zipline path.	Low	Medium



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Supervisor Instructions



Briefing and Structure:

- Explain that the aim is to race their teammates and find as many orienteering points as quickly as possible within the rotation's timeframe.
- Divide the group into teams of 2s or 3s (teams must stay together at all times).
- Give each team a map and a clip sheet. Their goal is to be the first in their team to find all the orienteering markers located on the map and then return to you (the supervisor) to have them marked.
- Show them the maps and explain how to read/follow them.
- Explain that they all must start and finish the easy course (Blue clips) and get it marked by you before starting the hard course (Red clips).
- Explain the difference between orienteering and GPS Wayfinding clips. (Orienteering is painted blue and red, GPS Wayfinding is silver and located beside a plant plaque).

Rules and Safety:

- All participants must be wearing covered footwear.
- Every participant must have a buddy to be a runner in case of an emergency.
- The supervisor must stay at the starting point for overall supervision and communicate to the group to return there at the end of the rotation, when the bell rings or in case of an emergency.
- Ensure the participants are careful and aware of the driveway and other activities. E.g. the Zipline and disc golf.
- The participants must not place their fingers in the hole punchers.

Pack Up:

- Gather and throw out any rubbish
- Inform the Office/Host of any lost or damaged equipment or any incidents/near misses.

