



# Top Team

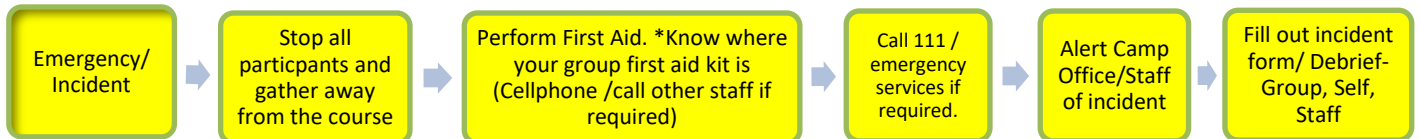


## Standard Operating Procedure

*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>	<b>Top Team</b>		
<b>Location of Activity:</b>	Main Field		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Joana Acebey	<b>Version:</b>	4
<b>Position:</b>	Lead Instructor	<b>Approved:</b>	30/06/2025. HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	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>MiCamp Equipment:</b>	<input type="checkbox"/> Top Team gear <input type="checkbox"/> Score sheets	<input type="checkbox"/> Run sheets <input type="checkbox"/> Pens	
<b>Participant Clothing Requirements:</b>	<input type="checkbox"/> Covered shoes	<input type="checkbox"/> 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.		

### Emergency Procedures



**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.**

### Operating Procedures

#### Supervisor Induction

- |   |   |  |
|---|---|--|
| 1 | Attend training and safety briefing with staff. |  |
| 2 | Familiarise with SOP/ equipment location.       |  |

#### Setup (Staff)

- |   |  |  |
|---|--|--|
| 1 | Put out enough challenges for the size of the group. As per run sheet. |  |
| 2 | Visual check of equipment as per equipment check.                      |  |

#### MiCamp Instructor Brief to Supervisors (Staff)

- |   |  |  |
|---|--|--|
| 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 point.  |  |
| 3 | Listen to instructions when the whistle is blown.                                     |  |
| 4 | Do not interfere when it's another player's turn.                                     |  |

#### Operating 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 should 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 and tidily put it in the Top Team trailer (Inform MiCamp staff of any broken or damaged gear). |  |
| 2 | Clear out the general area of rubbish and lost property.   |  |
| 3 | Announce the winner.   |  |

#### 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 | Resources are clean and in a good, usable condition. |  |
|---|--|--|

<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>	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	Medium
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Schedule breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. 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
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</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
Participants racing close to each other	Supervisors must use good group management. Disclose risk to supervisors. Set up challenges appropriately.	Low	Medium
Collision	Supervisors must explain and monitor appropriate spacing and turns. Stop all participants and attend to those injured.	Low	High
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Faulty equipment	Participants must be briefed on the proper use of each piece of equipment (e.g. shoes worn on trikes and wobble boards). All equipment must be checked regularly.	Low	Medium



# Top Team

## Supervisor Instructions



### Set up:

- Have one adult per rotational group trained on one Top Team activity each. A staff member will explain each station and scoring.
- Delegate another adult to be the timekeeper. They will need a timer and a whistle.

### Running Top Team:

- Each rotational group receives a score sheet and writes their team's name on it. This rotates around with them.
- Each group begins at one activity station.
- When the whistle is blown, the adults have one minute to explain the activity.
- When one minute is up, the whistle will blow again to start the next activity.
- The teams will have roughly 4-6 minutes at each station to gain as many points as possible before the whistle blows.
- At the end of the 4-6 minutes the whistle will blow again, and the groups have one minute to rotate to the next activity and listen to the adult explain it.
- This repeats until every team has been to all the stations.
- Add up the scores on each team's scoresheet and announce the "Top Team"!

### Scoring:

- Participants take turns within their group to complete the challenges.
- Points differ with each rotation.
- Bonus points can be gained by showing encouragement, enthusiasm and teamwork.

### **Pack Down:**

- While the points are being counted, have the teams pack down their last activity station and put it into the Top Team shed.
- Gather any rubbish/lost property.
- Inform the Office/Host of any damage to equipment or any incidents/near misses.