



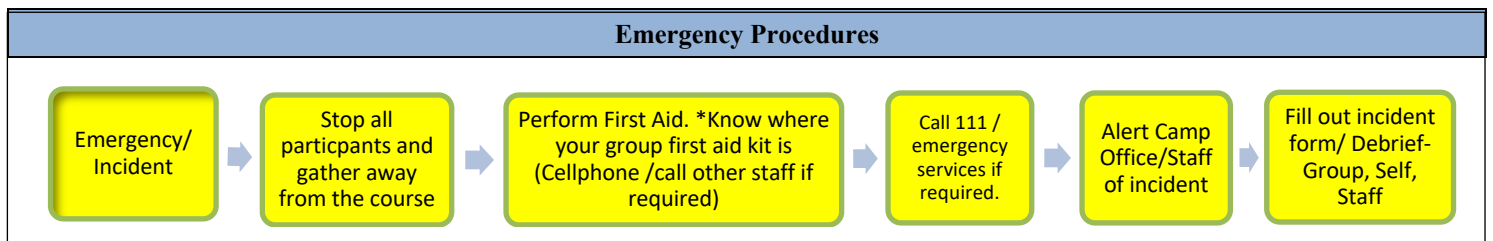
# Top Team



## 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>	Whakamaru	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	15/05/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	15/05/2024	<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>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Top Team gear, Score sheet, Run sheets. Participants Supply: Covered Shoes, 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 | Visually check the 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.                 |  |

### 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 are to wait for the whistle to begin each activity, one person at a time from each team races following the instructions given for each piece of equipment. |  |
| 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 use of groups values.   |  |

### Closing the Activity

- |   |   |  |
|---|---|--|
| 1 | Gather all the gear and check that it is all returned. Inform MiCamp staff of any broken or damaged gear. |  |
| 2 | All gear put away tidily in shed.   |  |
| 3 | General area clean of rubbish and lost property.  |  |
| 4 | Announce the winner.  |  |

### Pause points

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

**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.**

Hazards and Risk Identification				
tion 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.				
General Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
uneven surfaces, uneven terrain, uneven structure	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Heat exposure (for participants & supervisors)	Apply sunscreen before the activity, bring water bottles, program breaks. Participants are to wait in shaded areas.	Low	Medium	PPE
Weather conditions	Ensure everyone has appropriate clothing. Supervisor is to halt the activity at any time if the weather compromises safety (e.g. Electrical storm, high wind). Weather risk is to be assessed continuously.	Low	Medium	PPE
Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant safety	Give safety brief. Staff or supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participants racing each other	Supervisors are to use good group management. Disclose risk to supervisors. Set up challenges appropriately.	Low	Medium	ADMIN
Event Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment	Participants are briefed on proper use of each piece of equipment. All equipment checked regularly.	Low	Medium	ADMIN
Incident Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Injury	Stop all participants and attend to those injured.	Low	High	ADMIN
<b>Pause activity at any time conditions or participant become unsafe</b>				