

Orienteering

Safety Operating Procedure (SOP)



1. Purpose

This SOP outlines the safe planning and delivery of the Basic Orienteering activity to ensure risks are effectively managed and all participants are supported.

2. Scope

Applies to all AOEC staff, Group Leaders, supervising adults, and participants involved in the Basic Orienteering activity.

The activity may be led by a Group Leader without an AOEC trained staff instructor, provided the requirements of this SOP are followed and the Group Leader is competent to safely manage the activity.

3. Description of Activity

Basic Orienteering is a supervised outdoor navigation activity designed to develop confidence, teamwork, observation, problem-solving, and basic map-reading skills.

Participants work individually or in teams of approximately 2–3 people to navigate between marked control points using a basic map and control card.

The Aongatete course includes control points located around the camp and its buildings.

Compasses are not required for basic orienteering but may be used where compass skills are an intended learning outcome.

The activity is conducted primarily around established tracks and camp areas. Participants must remain within the designated activity area and follow all safety instructions.

If Self led, please print of the control cards for your groups - sheet attached (pg.8)

4. Roles & Responsibilities

AOEC Instructors or Group Leaders - Lead and manage the activity safely - Conduct risk assessments and make go/no-go decisions - Deliver safety briefings - Coordinate emergency response if required - Ensure the activity is delivered in accordance with AOEC procedures.

(Where the activity is group-led, the Group Leader assumes responsibility for participant health and safety.)

Supervising Adults (Teachers/Parents) - Retain duty of care for students at all times - Actively supervise assigned areas of the boundaries (driveway and tracks) - Follow all safety procedures and instructor directions - Monitor participant behaviour and wellbeing - Assist with emergency response if required

Participants - Follow all instructions - Wear appropriate clothing and footwear - Remain inside the boundaries of the course - Disclose relevant medical or behavioural conditions - Respect the environment and other participants.

5. Instructor or Designated Group Leader Requirements

- The activity must be supervised by a competent AOEC instructor or designated Group Leader familiar with the course and emergency procedures.
 - A Risk Assessment and Management System (RAMS) supports this activity.
 - Risk Management Workshops are held on a regular basis for all instructors.
 - Group leaders should:
 - Understand the objectives of the activity.
 - Identify the boundaries (down the driveway, in the forest tracks). Identify and manage hazards.
 - Carry a first aid kit.
 - Ensure supervising adults understand their responsibilities.
 - Maintain participant numbers throughout the activity.
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6. Ratios

- Minimum supervision requirements: One competent activity leader.
 - Additional supervising adults as required based on participant age, confidence, group size, ability, environmental conditions, and the course selected.
 - Supervising adults should be positioned where they can effectively monitor participants and key areas of the course.
 - Ratios may be increased depending on participant age, confidence, group size, environmental conditions, or additional support requirements.
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7. Pre-Activity Requirements

7.1 Risk Disclosure & Medical Information

- Medical conditions, injuries, behavioural needs, and mobility considerations must be identified.
- A responsible adult must be assigned for participants requiring medication

7.2 Equipment Checks

The activity leader must ensure the group carries - First aid kit - Activity instructions- Laminated maps - Laminated code sheets - Clipboards - Control Markers - maps - cones for boundaries.

The Orienteering Kit must be returned with all resources accounted for. Any damage or loss must be reported to the AOEC Manager

7.3 Clothing Requirements & Checks

Participants must wear: Closed-toe footwear - Clothing appropriate for weather conditions - Hair should be tied back where appropriate.

Participants should use the bathroom before the activity.

ENSURE participants bring their personal medication with them, and that there is someone present (adult supervisor) who knows how to administer it.

8. Environmental & Weather Assessment (Go/No-Go Criteria)

The activity must not proceed if:

- Severe weather increases risk.
- Strong winds create hazards from falling branches.
- Heavy rain makes the course unsafe.

Guiding principle: If in doubt, stop the activity.

Instructors or Group Leaders must:

- Inspect the course before each session.
 - Continuously monitor conditions.
 - Modify or cancel the activity if conditions deteriorate.
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9. Safety Briefing (Mandatory for all participants)

Must include:

- Objectives of the activity.
- How to read and use the map. How the map relates to the surrounding terrain.
- What the control markers look like.
- Activity boundaries and any out-of-bounds areas.
- Behaviour expectations and environmental care.
- Staying as a team
- What to do at the end of the course. How to crack the code with the code breaker.

Supervising adults must be present and engaged during the briefing.

10. Activity Management

During the activity:

- Supervising adults remain at designated positions while participants are searching for markers. Assist if needed.
- Participants remain within the designated activity area.
- Participant numbers are monitored throughout the activity.
- Activity must be stopped if safety is compromised.

If competitive rules are being used, the Group Leader may adjust the rules to suit the group, provided the rules remain safe, reasonable, and fair.

11. Emergency Response (Summary)

In the event of an incident:

- Activity Leader takes control of situation
 - First aid is administered by trained person
 - Emergency services contacted via 111 if required and a designated person meets emergency services at access point.
 - AOEC Management contacted as soon as practical.
 - Group managed and kept safe by supervising adults
 - All participants are accounted for before leaving the activity area.
 - All incidents must be reported to AOEC management and recorded.
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12. Environmental Care (Reinforce this to the students)

- Remain on established tracks and paths.
- Avoid damaging vegetation, seedlings, and trees.
- Leave no Trace. Leave the course as it was found.
- Report any damage or missing markers to AOEC Management.
- Respect nature and its wildlife.

Orienteering Instructions



Objectives

At the end of the session each participant should:

1. Be able to participate in a safe manner.
2. Be able to navigate confidently and successfully using a with a basic map
3. Have had fun in the outdoors.

Resources - AOEC Supplied

The Orienteering Kit contains:

- Instructions
- 10 Maps (laminated)
- 10 Code Sheets (laminated)
- 10 Clip Boards

The Orienteering Kit must be returned with all of its resources and any damages or losses are reported to the AOEC Manager.

Resources - Group to supply

- Print copies of Control Cards (pg.8) - one for each team of 2-3 participants

The Course

Aongatete's Course has 26 controls placed in a variety of locations around the camp and its buildings, with a variety of difficulties. Compasses are not required but are available should compass tuition be your goal.

Rules - Adjustable

Every facilitator will adjust the rules of their course to meet the needs of their requirements, there are set rules of orienteering. Below is a selection of the most basic rules, which the facilitator/instructor may want to keep or adjust.

- Disqualification will occur if:
 - Controls are visited out of order.
 - One or more controls are missed completely.
 - Out of bounds areas have been crossed
- Any competitor/team is seen deliberately following or seeking information from other competitors/teams.
- Always report to the finish whether you have completed the course or not, otherwise someone will search for you.

Briefing

The goals of the session.

- A description of the map and how it 'fits' into the terrain.
- A description of the control markers. Ensure the participants know what they are looking for and what they are expected to do once they have found the control
- A discussion on the rules. These may vary from session to session depending on the participants. Don't be afraid to allow them to set their own rules so long as they are safe, reasonable and fair.

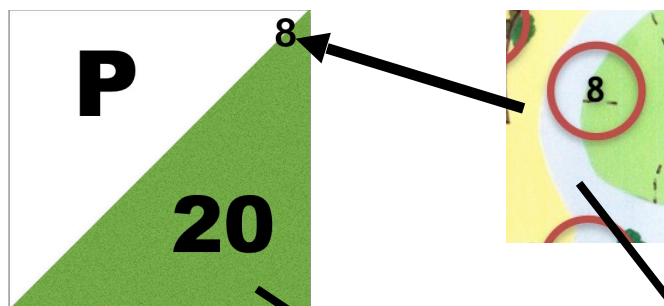
- Safety considerations:
 - Don't wander deep into the bush or off the track, or downtime driveway hill. All Control Markers are very close to tracks or can be seen from a track.
 - A check on appropriate clothing and footwear. (Consider the weather and the condition of the terrain) Participants should have a raincoat and a hat if it looks like it could rain. If it is cold, warm clothing is needed. If the weather is warm a tee shirt is probably quite adequate. Remember the sunscreen, hat, and water stops. Shoes should be light and firm. Sandals and jandals are not permitted, training shoes are best.
- Once each team has found all 26 control markers, return to "base" and check in. You will be given an orienteering code cracker to solve the Code.

Teams

Choose small teams (2 or 3 members) and give them one map and a control sheet with a clipboard and pen. It is often best to organise the teams to visit the controls in different orders to avoid waiting at the start, and following. For example, one pair may start at control 1, while another pair start at control 6.

Control Markers

The 26 controls located around the course are square with green and white diagonal halves. On these markers are two numbers and a letter. The smaller number is the identification of the control which shown on the map. The larger number and the letter are written down on the runners control card to be inserted into the code cracker once they return to the start.

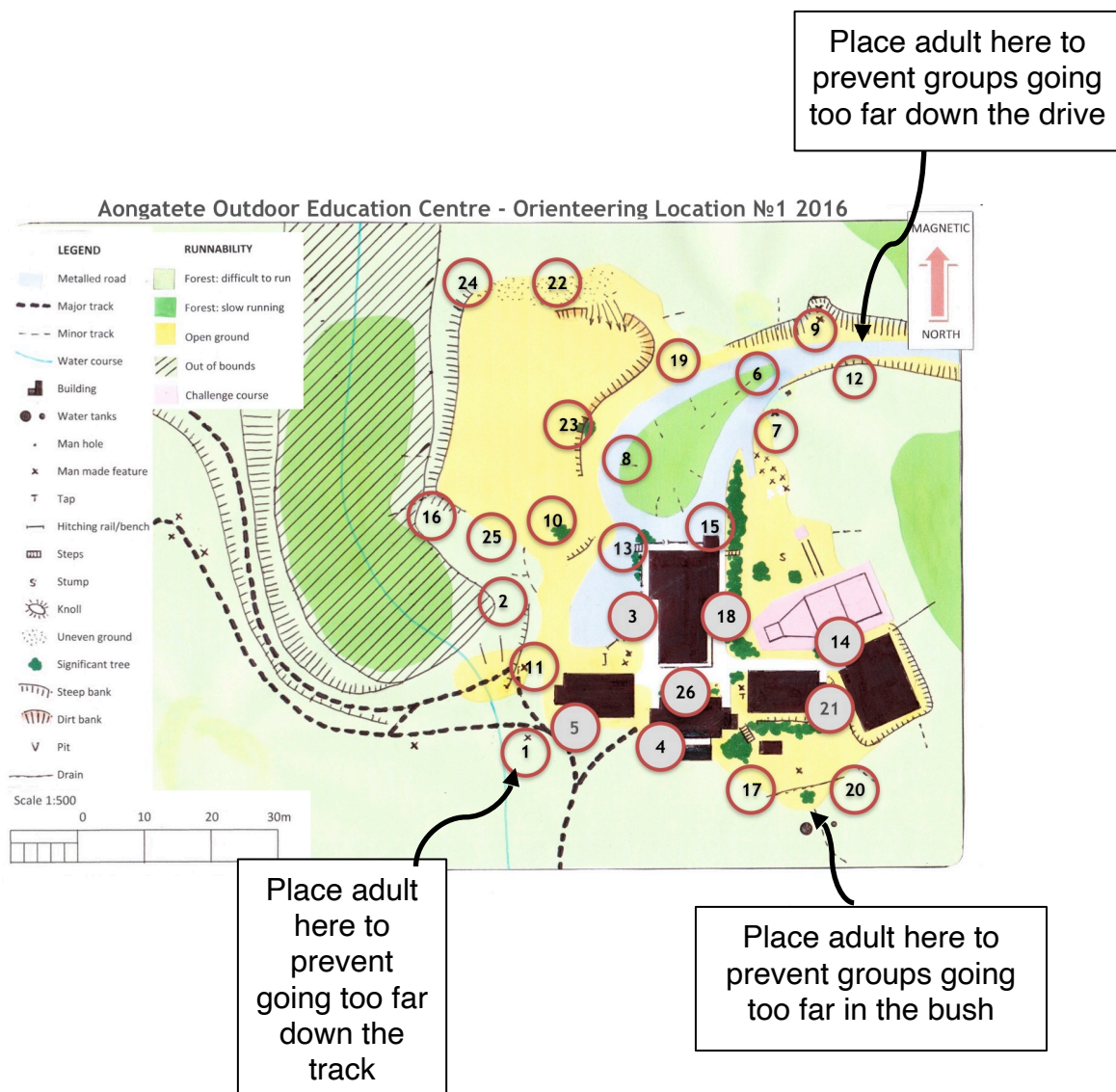


Control Card Team Members names								
Control number	1	2	3	4	5	6	7	8
Letter on control								P
Number on control								20
Answer (from Code Sheet)								

Team Members record both the letter and the big number in the space provided. These are then inserted into the code chart once it has been 'won' upon the completion of an initiative problem. Encourage the teams to write neatly on their control card to avoid delays when decoding.

Control & Boundary Locations

This is only a sample map - Maps for participants are obtainable from AOEC Manager
 Depending on your group, you may require adult guards to enforce the boundaries.



Control Card Answers																										
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Letter	W	J	A	G	Z	I	Q	P	P	M	H	Y	K	R	L	V	F	S	C	U	W	B	T	D	O	Y
Number	14	18	7	6	5	19	12	20	24	9	3	8	23	10	17	4	21	13	11	1	20	2	25	15	6	22
Answer	A	O	N	G	A	T	E	T	E	M	E	A	N	S	R	O	L	L	I	N	G	C	L	O	U	D

Orienteering Control Card

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Letter																										
Number																										
Answer																										

Team Members Names: _____

Orienteering Control Card

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Team Members Names: _____

Orienteering Control Card

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Number																										
Answer																										

Team Members Names: _____

Basic Orienteering - Risk Analysis & Management

	Reviewed: Karen Tobich & Emily Underwood Approved: Board of Trustee - Nisha Duncan		Date: 17/08/2026		Next Reviewed by: 17/08/2027	
	Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High					
	What would cause someone to get hurt?		What could happen?		Risk Rating	Risk Management Control Measures
Hazards/Harm		Risk		Initial	What can be prevented? By Whom?	Post Control
People	• Group Leaders/Supervising Adults not familiar with activity instructions, responsibilities & risks	• Major Injury • Minor Injury • Physical wellbeing (hypothermia/ hyperthermia) • Frustration • Lost in the bush • Damage to the environment	6	• Activity Leaders / Adult Supervisors familiarise themselves with area, Outdoor safety code, environment code, responsibility & RAMS prior to camp/activity commencement.		2
	• Poor Instructor/Group Leader knowledge	• Major injury • Minor Injury • Damage to Environment • Lost in the bush	6	• Group Leader/Support People make themselves familiar with locations of control posts. Quick detailed briefing, correct use of map and how to use map, disclose risks and out of bounds.		2
	• Lack of Support	• Damage to Environment • Lost in the bush	4	• Supervision at prominent spots and around critical out of bounds boundaries. Additional support may be required for younger participants.		1
	• Poor navigation	• Major injury • Minor Injury • Lost in the bush • Damage to environment • Frustration	4	• Show participants how to use map to orientate themselves. Work as a team (2-4 max) & stay together. If a group is lost, stay together and stop and shout for help.		2
	• Failure to develop environmental awareness	• Damage to environment	4	• Discuss minimum impact on environment Do not step or pull on plants		2
	• Special Needs not identified	• Major injury • Minor Injury	4	• Know medical conditions/behaviour issues of students & adults. Ensure extra adult support if needed.		2
	• Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)	• Death • Major injury • Minor Injury	10	• Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues. Other Adults in Group must know what to do in an emergency.		8
Equipment	• Poor Clothing & Footwear	• Major injury • Minor Injury • Hypothermia/hyperthermia	6	• Ensure everyone in group is wearing covered shoes and is dressed according to the weather		3
	• Poor Maintenance of Course	• Lost of group or individuals in bush • Frustration	4	• AOEC staff maintain course and post positions regularly		3
	• Control Posts Missing or moved	• Lost of group or individuals in bush • Frustration	4	• Brief participants on not moving/covering control posts		3
	• Insufficient Maps and Control Cards	• Lost of group or individuals in bush • Frustration	3	• Check equipment/resources before session		1
	• Personal Medication not at hand	• Death • Major injury • Minor Injury	6	• Check need for personal medication		3
	• No first aid kit on site	• Major injury • Minor Injury	6	• Ensure first aid is on site		3
Environment	• Weather unsuitable for session	• Major injury • Minor Injury • Physical well-being (hypothermia, hyperthermia)	6	• Check latest weather forecast - watch for unexpected changes in weather conditions Cancel or change activities if weather isn't safe		3
	• Ground slippery, muddy and uneven	• Major injury • Minor Injury	6	• Brief ground about muddy/slippy areas		3
	• Out of Bounds not clearly marked	• Lost of group or individuals in bush	4	• Place cones to mark out of bounds areas		2
	• Wasps	• Major injury • Minor Injury • Death	6	• Check for wasp nests regularly in the area, ensure students with allergies have their medication		2

Emergency Plan	First Aid	Medical Treatment	Serious Injury
	Who is the trained and nominated First Aider	Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations	See Emergency Action Plan discussed at Safety Talks and at Safety Stations
	First Aid Kit - Instructors have this	- Katikati Medical Centre 07 549 0411 4 - Clive Road, Katikati	Call 111 or activate PLB
	Know medical conditions/behaviour issues of students & adults and knowledgeable person to deal with it	- Tauranga Hospital, Cameron Road, Tauranga 07 579 8000	Nominate someone to meet Emergency Services at Gate
	Incident & Accident Reporting	- Report to AOEC Management - Incident & Accident Reporting on Safety Log at Kitchen Safety Station	- Report to AOEC Management - Incident & Accident Reporting on Safety Log at Kitchen Safety Station