

# Adventure Race Activity Plan

## CONTENTS

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1	Outcomes .....	2
2	Activity .....	2
2.1	Outline .....	2
	The Race .....	2
	The Events .....	2
	The Rules .....	2
2.2	Equipment .....	3
2.3	Communication .....	3
2.4	First Aid.....	4
3	People.....	4
3.1	Activity Instructor .....	4
3.2	School Staff Member Requirements .....	4
3.3	Students.....	4
4	Environment .....	5
4.1	Location .....	5
4.2	Weather.....	5
5	Risks .....	6
5.1	Risk Assessment Matrix .....	6
5.2	Emergency Management .....	9

## 1 OUTCOMES

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Participants can expect to focus on:

- Developing teamwork, communication and cooperation.
- Taking responsibility for team and individual safety.
- Participating in a range of individual and team-based challenges that are both physically and mentally stimulating.
- Developing basic kayaking strokes and increasing general confidence using a watercraft.
- Developing map reading skills in order to locate hidden markers.
- Riding a mountain bike in an 'off-road' scenario.

## 2 ACTIVITY

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### 2.1 OUTLINE

Coolamatong's Adventure Race is held at Mason Bay, which is approximately 200-250 metres from Farm Camp entrance and Lake Camp Dining Hall. An Adventure Race activity sessions can run from 1.5 - 3 hours in length. Each session includes the elements below and follows a similar outline in the briefing:

#### The Race

- In *teams of 3*, participants must gain the most points they can in the given time limit.
- *Team strategy* (5 minutes): teams are given the course map and rules, and have time to formulate strategies and plans.
- *Briefing* (5 minutes): teams may ask questions and seek advice
- *Race!* (depends on session length)

#### The Events

- **K1:** Kayak as a team of 3 from orange cones to red buoy, **collect 1 peg (50 points)**, then return kayak to start position, pulled up on the sand. **Maximum 2 pegs.**
- **K2:** Kayak as a team of 3 from orange cones around designated buoy to orange cone on the other side of Mason Bay. One person will disembark and **collect 1 rogaining map** from the container near the cone. Kayak back to start point (going around the buoy again) and pull kayak up onto shore. **Show map to Coolamatong Leader to obtain a blank scorecard. Only one trip needed.**
- **MB:** Mountain bike ride along the gravel track to gate, **collect 1 hair band (10 points)**. Bikes must be returned to start point. **Maximum 6 hair bands.**
- **MC:** Mountain Climb: One team member climbs the hill, holding the rope at all times. **Collect 1 icy pole stick (12 points)**, climb down the hill backwards, holding the rope. This can only be completed once by each team member. Only one person at a time climbing. **Maximum 3 icy pole sticks.**
- **RO:** Rogaining - use map and scorecard (collected from K2). **Find as many checkpoints as possible within the overall race time limit.** All team members must stay together throughout rogaining activity. You do not have to find all checkpoints to begin next event. **Find as many checkpoints as possible.**

#### The Rules

- Only one person per team on a mountain bike and the mountain climb at any time.
- Teams must stay together.
- Maximum of 2 pegs, 3 icy-pole sticks and 6 hair bands.
- Teams cannot repeat the same event immediately
- Life vests must be checked by teacher or Coola leader before going on the water.

## 2.2 EQUIPMENT

All Camp Coolamatong instructors are familiar with the activity specific and safety equipment required for each activity. Each session, the instructor will ensure:

- all equipment is set up, in working order and safe to use
- all first aid equipment is in working order and taken on the activity
- all required communication devices are in working order, is adequate for use in an emergency and is taken on the activity
- all participants (including school staff) have appropriate footwear and clothing
- all participants have been checked that their safety equipment is correctly fitted and they know how to use it appropriately.

Equipment specific to Adventure Race is outlined below:

Sit on top kayaks: Open plastic kayaks with molded seats. The design caters for buoyancy within the vessel a wide shape for added stability.

Paddles: Carbon fibre shaft with plastic blades. Fixed length only.

Lifejackets: These must be properly sized and fitted by the Coolamatong instructor for all kayaking participants immediately prior to using a kayak. All lifejackets are made to AS 4758 and are Level 50, compliant with what is required for personal watercraft in protected waters and when within 400m of the shore.

Bikes: All bikes are single speed, have front and rear brakes, and have an adjustable seat height.

Bike Helmets: Helmets are to be worn on a bike at all times, they should be appropriately fitted by the participant before beginning to ride. Helmets are routinely checked, and they are in line with Australian standards.

Instructor's Kit: Each instructor will carry a bag with them containing the following safety equipment:

- Whistle
- Mobile phone
- First Aid Kit

Participant Clothing: This will vary depending on the weather but needs to including the following:

- Clothes that can get wet, not just bathers.
- Closed-toe shoes that will stay on in the water.
- Clothing suitable for the weather conditions (e.g. hats for sunny weather and thermals or polar fleece for colder weather)
- Any glasses or sunglasses should be secured.
- It is strongly encouraged that valuable or sentimental jewellery is removed.

## 2.3 COMMUNICATION

Camp Coolamatong instructors carry mobile phones with them on every activity and there is coverage throughout the campsite property. They will have communication devices with them in a waterproof dry-bag any time they are on the water and more than 100 metres from land. Participants doing this activity are within 800 metres of the main campsite buildings or the office in the event of communications failure.

## 2.4 FIRST AID

Camp Coolamatong instructors all hold current certification in *HLTAID001 Cardio Resuscitation* and *HLTAID003 Provide First Aid* as a minimum. They will carry a First Aid Kit with them on all activities. School staff members, if they are appropriately qualified, will be the first port of call for administering first aid. Camp Coolamatong instructors will administer first aid when:

- it is an emergency situation, or
- the school staff member is not trained and it cannot wait until the school's designated first aider is consulted/located.

## 3 PEOPLE

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### 3.1 ACTIVITY INSTRUCTOR

All Camp Coolamatong instructors hold industry-recognised First Aid and CPR qualifications (see 2.4) and have a current Working with Children Check (WWCC)

There must be a minimum of two staff for this activity. One instructor will be provided by Camp Coolamatong. They will hold a current Bronze Medallion and have qualifications (or the equivalent experience) of a Flatwater Guide or Instructor. The second staff member will need to be provided by the school.

The minimum supervision will be at 2:12 (this includes the school staff member)

### 3.2 SCHOOL STAFF MEMBER REQUIREMENTS

Camp Coolamatong provides instructors who are trained in the delivery of each activity. They are able to facilitate a session in safe manner and instruct participants on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong and DET policy that students must always have a school staff member present, whether this be a registered teacher or another approved school representative. The school staff member is responsible for student behavior, group management and the overall welfare of their students. The activity cannot commence if he/she is not present.

School staff members are encouraged to read this document and familiarise themselves with the activity and their responsibilities.

### 3.3 STUDENTS

School staff are responsible for obtaining informed consent from parents/guardians for all students who come on camp. It is also the responsibility of the school to inform Camp Coolamatong of any medical conditions or issues that will impact on the students participating in the activity.

## 4 ENVIRONMENT

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### 4.1 LOCATION

The Adventure Race activity at Coolamatong is undertaken at Mason Bay on Lake Victoria. Adventure Race is run so that kayakers will be less than 75 metres from shore. There will also be a kayak and life jacket ready at the shore should the Coolamatong instructor need to assist or rescue participants.

### 4.2 WEATHER

Due to the nature of water activities, the weather can seriously affect a session. Each session is assessed by the Program Manager prior to commencing; with participant skills, weather conditions and activity outcomes being taken into consideration. During the session, the Coolamatong instructor may also use their discretion to modify or finish a session early based on conditions changing.

Strong winds, wet and cold conditions and extreme temperatures may result in a session being cancelled or the activity modified in accordance with Coolamatong's Adverse Environmental Conditions Policy. In addition to this, the following local wind descriptors for Mason Bay should be taken into account:

- **South / South Easterly winds:** Area boundary is buffered by waves beyond 15 knots. Kayaks will be pushed back towards the shore. Take care to avoid other kayakers.
- **South / South Westerly winds:** Area boundary is buffered by waves beyond 15 knots. Kayaks will be pushed back towards the shore. Take care to avoid other kayakers.
- **North / North Easterly / North Westerly winds:** Area boundary is sheltered up to 25 knots. Beyond the sandbar and the spit on the easterly side of the bay, wind will take the kayakers further into the lake. In winds stronger than 15 knots it is important to maintain the boundary line.
- **Easterly winds:** Area boundary is sheltered up to 15 knots. Winds beyond this will move kayakers significantly towards the westerly shore of Mason Bay.
- **Westerly winds:** Area boundary is buffered by waves beyond 15 knots. Kayakers will be pushed back towards the westerly side of the bay. In winds stronger than 15 knots it is important to maintain the boundary line.

## 5 RISKS

### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with the Adventure Race and the existing controls that are in place to manage these risks. This risk assessment matrix is not all encompassing. There may still be risks associated with being in the outdoors doing adventure activities that have not been documented.

Description	Existing Controls	Rating				Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk					<b>Extreme/High:</b> Do not proceed <b>Medium:</b> Ongoing review required <b>Low:</b> periodic review required
Anaphylaxis	At start of week briefing, teachers are required to give Coolamatong staff details of any allergies and anaphylaxis.	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff need to carry epipens on all activities with anaphylactic students and be trained how to administer them.					
	School staff liaise with Coolamatong kitchen staff at start of week regarding students with allergies					
	School staff hand out morning and afternoon tea to ensure students with allergies are getting the right food.					
Bites & Stings: Insects (mosquitoes, ants, bees, wasps, scorpions)	Students are instructed to apply insect repellent before every activity session.	Satisfactory	Insignificant	Likely	Medium	Ongoing review required
	Students must wear fully enclosed shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear fully enclosed shoes at all times around the campsite.	Satisfactory	Major	Possible	High	Constant review required
	During orientation and before any activity that is situated in the bush, students are briefed as to what to do if they see a snake.					
	When walking through the bush, there should be a Coolamatong leader at the front.					
	When walking through the bush, groups must stick to the defined and clear tracks					
	Students are not allowed in the bush in groups of less than three.					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather.	Satisfactory	Minor	Likely	Medium	Ongoing review required
	In water activities, students are advised to not get into the water until the end of the session					
	Students who show signs of being cold can be taken back to camp for a <u>warm</u> shower and dry clothes.					

	<p>If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.</p> <p>Coolamatong instructors adhere to the <b>Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather.</p>					
Drowning	<p>All life jackets are checked to be in working order during activity set ups.</p> <p>During water activities, students are to wear lifejackets that have been checked by a Coolamatong instructor to be properly fitted.</p> <p>Students who are identified by schools as poor swimmer are identified to the Coolamatong instructor.</p> <p>There is always 1 bronze medallion qualified to 20 participants.</p> <p>Students are briefed on activity boundaries prior to entering the water.</p> <p>Whistle signals are explained before entering the water.</p> <p>If free swimming, students each have a buddy who they cannot enter the water without.</p> <p>When free swimming occurs, regular head checks are made by the Coolamatong instructor</p> <p>Students are briefed on what to do if they capsize their kayak</p> <p>If free swimming without lifejackets, students are not allowed any deeper than their waist height.</p>	Satisfactory	Severe	Rare	Medium	Ongoing review required
Falls & Trip Hazards	<p>Students must wear closed-toe shoes at all time when outside.</p> <p>Students are briefed on appropriate footwear for each activity.</p> <p>Debris is removed from paths as seen. If object can't be removed by hand, an alternative path is sought.</p> <p>Bi-yearly campsite hazard checks identify trip hazards to be addressed by maintenance work</p>	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn	<p>Students are instructed to bring full water bottles to all activities. Spares are available for those who don't have one.</p> <p>During hot weather (terms 1 &amp; 4) extra water is taken out to refill water bottles.</p> <p>All students must wear hats, sunscreen and appropriate sun smart clothing (terms 1 &amp; 4)</p> <p>Adhere to Coolamatong's <b>Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather</p>	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required

Lost Student	Students are asked and expected to stay with their group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	Students are briefed on the activity boundaries.					
	Students are briefed that the air horn signals the end of the activity.					
	When travelling between activities, there should always be a Coolamatong leader at the front and a school staff member at the back of the group.					
	Orientation briefing advises school staff that they need to provide group management and student supervision for all activities.					
	Start of week briefing advises school staff that they need to manage students whereabouts during the free time periods of the week.					
Sprains and Strains	Technique coaching is given during the activities.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	School staff should be aware of any existing injuries and are asked (during the start of week briefing) to notify Coolamatong leaders if these affect student involvement with an activity.					
Injury due to Lightening strike	Adhere to the <b>Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Illness due to presence of harmful algae in the water	Staff to advise participants on the suitability of water activities on the basis of advice provided by Parks Victoria on water conditions during Algal blooms	Satisfactory	Moderate	Rare	Low	Periodic review required
Injury due to hit from Paddle	Students are given coaching on how to use a paddle correctly	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Students are instructed to paddle at the same time as each other, by either, watching the person in front or having an agreed call					
	Briefing to advise students no splashing with paddles, splash only using hands					
Injury from Equipment: -falling off a bike -faulty bike	Students have a full safety briefing before being given any equipment.	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Students must wear helmets when riding a bike.					
	Leaders to check if any students are not able to ride a bike and identify a substitute participant for that activity component.					
	Faulty bikes must be taken off the activity and moved to maintenance area with 'fault' tag.					
Graze/ laceration: slip on hill climb	Provision of rope to assist with climb	Satisfactory	Insignificant/ Minor	Unlikely	Low	Periodic review required
	Only walking pace allowed					
	One participant at a time on climb					
Graze/ laceration: feet cut in water	Closed-toe shoes must be worn in water at all times	Satisfactory	Insignificant/ Minor	Unlikely	Low	Periodic review required
	Students' shoes are checked for suitability prior to leaving the campsite and commencing the activity.					



## 5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong Instructors must carry a mobile phone with available reception to make calls on. They must also carry a first aid kit. All Coolamatong Instructors have, as a minimum, current certification in *HLTAID001 Cardio Resuscitation* and *HLTAID003 Provide First Aid*.

In the event of an emergency, the Coolamatong Program Manager should be notified immediately. To avoid confusion they will then call 000 if need be and will coordinate the handling of the emergency. The procedure for handling an emergency is as follows:

<b>1. Verify</b>	<b>Verify the Report</b>	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency		
<b>2. Notify</b>	<b>Notify Camp Staff &amp; Emergency Services</b>	By the quickest means possible notify: <ul style="list-style-type: none"> <li>• Camp Coolamatong staff and</li> <li>• Emergency Services</li> </ul>		
<b>3. Assess</b>	<b>Assess the danger posed</b>	Observe what is happening to decide: <ul style="list-style-type: none"> <li>• if the danger has passed</li> <li>• if the danger is increasing or decreasing</li> </ul>		
<b>4. Act</b>	<b>Take action based on assessment</b>	<ul style="list-style-type: none"> <li>• Sound the emergency siren (located in Store Room 2 at Farm Camp, or in Office at Lake Camp)</li> <li>• Move people away from the danger</li> <li>• Collect camper medical forms &amp; medication</li> </ul>		
<b>5. Assemble</b>	<b>All leaders and campers proceed to Assembly Areas</b>	<b>Assembly Areas</b>		
		<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><i>Farm Camp site</i></td> <td style="text-align: center;"><i>Lake Camp site</i></td> </tr> <tr> <td style="text-align: center;">Volleyball court</td> <td style="text-align: center;">Deck outside Dining Hall</td> </tr> </table> <ul style="list-style-type: none"> <li>• Priority is always the safety of human life</li> <li>• Do not return to buildings or tebins</li> <li>• Identify any campers not accounted for</li> </ul>	<i>Farm Camp site</i>	<i>Lake Camp site</i>
<i>Farm Camp site</i>	<i>Lake Camp site</i>			
Volleyball court	Deck outside Dining Hall			
<b>6. Refuge</b>	<b>Move to Refuge Area</b>	<b>Refuge Areas</b>		
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<i>Farm Camp Site</i>	<i>Lake Camp Site</i>			
Dining Hall	Dining Hall Move to Farm Camp if necessary (only if directed or clearly safe to do so)			
<b>7. Wait</b>	<b>Keep the group together in Refuge Area until further notice</b>	<ul style="list-style-type: none"> <li>• Stay in Refuge Area unless told to move by Coolamatong Director, SU staff or Emergency Services.</li> <li>• In consultation with Coolamatong Director, two leaders may be sent together to find missing camper.</li> <li>• Leaders may be sent to perform tasks by Coolamatong Director.</li> </ul>		