

**GUIDELINES FOR ORGANIZING
A SASS PEEPRE JUNIOR TRAINING CAMP**
(as of September 2016)

TABLE OF CONTENTS

Overall Goals

Timeline with “To Do” Lists

November - March

Feb-June

By 1½ months before camp

During the last month before camp starts

1 or 2 days before camp starts (assuming coordinator is not local)

Job Descriptions

Camp Coordinator

Registrar

Head Coach

Kitchen/Base Camp Coordinator

Designated Local Contact Person

Advice

Bedtime

Driving

Finances

Liability insurance coverage

Participants

Participant Lists

Recreation - optional

Safety Plan/Concerns

Appendices

A. Sample “Initial Information” to promote camp

B. Sample “Detailed Information” for all participants and volunteers

C. Registration Form (Since about 2014, we’ve used zone4 for online registration.
More extensive questions were used in 2016)

a. 2012 version including short waiver (if not using an online registration)

b. 2016 waiver (prepared by a lawyer) (registration done online using zone4)

D. Sample Budget

E. Advisement of Administration of Medication

F. Sample “Coaches’ Binder” list of contents

G. Sample Camp Schedule

H. Sample Training Plan

I. FWOC “Beyond the Basics” coaching tips

J. List of Supplies that organizer takes to camp

- K. Sass Peepre – A Short Bio (not yet finished)
- L. Safety Plan for 2016 Sass Peepre Camp

OVERALL GOALS

- Sass Peepre Junior Camp is a national junior training camp, operated/organized under the Orienteering Canada umbrella, usually by the Sass Peepre Committee (see their Terms of Reference http://www.orienteering.ca/wordpress/wp-content/uploads/StandingCommittee_SassPeepreJrDevelopment.pdf).
- The goal is to hold a Junior Camp at least annually, ideally in conjunction with every Canadian Orienteering Championship (COC) whenever possible, and/or in conjunction with eastern/western championships or other large regional events.
- For any camp held in conjunction with any large event (WCOC, COC, NAOC) try to involve as few people as possible from the hosting club/area (although a local “Designated Local Contact Person” is required).

TIMELINE WITH “TO DO” LISTS

(assuming camp is in the summer)

November - March:

- Communicate/arrange with COC organizers:
 - Date(s) & time(s) (timing of SP camp should depend on timing of competitions, not vice versa)
 - Accommodation/HQ (use local club’s advice)
 - Which maps are available/best for training (if they have an event before camp, consider using those control sites in some way)
- Arrange who will be the “Designated Local Contact Person” (see job description)
- Choose, confirm, and book accommodation
 - Tell Orienteering Canada Treasurer to pay deposit if necessary
- Prepare a budget (see Appendix D for a sample budget) to figure out what the participant fee will be (need a fee to include in “Initial Info” document).
- Do accommodation or landowners need liability insurance coverage? If so, ask Orienteering Canada staff (Tracy Bradley) to arrange this. Refer to Orienteering Canada’s Insurance document (see “Advice – Liability Insurance Coverage” below)
- Recruit a Registrar (ideally a parent of a participant – this is a relatively easy job, easy to delegate, and a great position for a new volunteer)
- Create “Initial Info” document (about 1 page - see Appendix A for sample)
 - Upload to COC website (Sass Peepre Camp webpage)
 - Add link to this on OC’s Junior Development webpage
 - Email to participants at previous camps
 - Email to HPP juniors (through HPP coach), pre-HPP juniors, junior programs in Canada and inquiries
 - Ensure Registrar has soft copies
- Help Registrar create a Registration Form (See Appendix C for sample if not using online reg’n. Since 2014 we’ve used zone4 for online registration, and added more extensive questions in 2016)
- Send HPP seniors the “Initial Info” with an enthusiastic invitation to coach, either part time or full time

Feb-June

- Recruit coaches, and a head coach who has relevant experience
- Recruit cooks, including a kitchen/base camp coordinator (maybe 2 people? depending on who offers to do this)
- Book rental vehicle(s), if necessary, to ease transport stress (designate driver(s), arrange pick-up & return of vehicle)
- Meet coaches, and/or plan a coaches' meeting, if possible, to be held before camp starts. This is almost impossible to accomplish, so consider distributing a "Coaches' Binder" to all coaches, preferably in advance (see Appendices F, G, H and I)
- Collect names/contact info for adult volunteers (do not rely on locals) as necessary (camp coordinator/manager on site, head coach, coaches to lead the groups, assistant coaches, first aid person (preferably with medical background), transport coordinator, head cook, cooks, drivers, bedtime supervisors, general helpers) and ask who will have a vehicle (and is willing to drive kids to training) and what's the total number of seat belts in that vehicle

By 1½ months before camp:

- Create "Detailed Info" document (see Appendix B for sample)
 - upload to COC's SP Camp webpage using a link
 - Add a link on OC's junior development webpage
 - Registrar to email "Detailed Info" to all participants/parents, including those who register after this document is initially sent out. Consider attaching this to an email saying "This is to confirm you are registered for..."
 - Send to all adult volunteers
 - Head coach to choose the Leaders of the coaching groups, and brief them
 - Prepare a camp Safety Plan
 - Prepare driving instructions for drivers (between camp HQ and each training location, as well as nearest medical clinic for drop-in cases and emergencies)

During the last month before camp starts:

- Ensure Head Coach has prepared and printed all training exercises, if possible using help from people who know the areas.
- Prepare list of coaching groups, if possible with advice from clubs if you don't know the kids. The 4 groups are: Learn to Train, Train to Train – 1, Train to Train – 2, and Learn to Compete (from LTAD stages).
- Prepare list of drivers and #seatbelts, to ensure there are enough seatbelts (including drivers). Ideally, plan for a few extra seatbelts to allow flexibility. Designate the coordination of transport to a reliable volunteer who pays attention to detail.
- Send necessary info to kitchen crew and helpers (all food allergies, total numbers)
- Coordinator (or Head Coach) to send to all coaches, if available:
 - A training plan for all sessions
 - Other potentially useful info (see Appendices F, G, H and I)
 - Specific invitations to individuals to give presentations (evenings, pre-session talks) e.g. JWOC talk by JWOC athletes (junior speakers are high value);

WUOC or WOC athletes; mappers; adults with relevant experience such as Olympics, JWOC team manager or coach, HPP info (how to apply), O skills

- Line up screen and projector (borrow from Orienteering Canada?) if necessary

1 or 2 days before camp starts (assuming coordinator is not local):

- Someone must visit the accommodation/HQ in advance, and meet:
 - Person we will deal with during camp
 - Person responsible for handling our booking (if different)
- Check out training locations, driving directions, location of hospital, medical help, grocery stores, location of possible recreational activities (e.g. swimming)
- Ensure flags are hung for the first day's exercises
- Meet Head Coach
- Meet Kitchen/Base Camp Coordinator

JOB DESCRIPTIONS

Camp Coordinator – One person could do both (a) and (b) roles, or 2 different people could do them.

- (a) Preparation ahead of camp:** refer to “Timeline” above; communicate with COC organizing committee to plan dates, accommodation and which maps to use; agree to have his/her contact info included on COC website's page for the camp; recruit “Designated Local Contact Person”; create “Initial Info” (see Appendix A) and “Registration Form” (see Appendix C, to upload onto COC website, or online) and send to registrar, HPP juniors, junior programs across Canada, and inquiries; recruit a Registrar before initial info is prepared; recruit Head Coach (liaise between him/her and local orienteers who will advise us which maps to use for training); recruit Kitchen/Base Camp Coordinator; create “Detailed Info” (see Appendix B) about 1-1 ½ months before camp, for all participants & volunteers; find out about cell coverage at HQ and all training locations in advance.
- (b) Coordinating role during camp:** focus on duty of care, responsibility, knowledge of Safety Plan for a junior camp; bring necessary supplies (see Appendix J); ensure EVERYONE at camp knows all “housekeeping” rules right from the very beginning of camp; overall coordinating and troubleshooting during camp; liaise with facility representatives as necessary; liaise with Head Coach and Kitchen/Base Camp Coordinator; ensure transport coordinator does plan precisely all driving arrangements to training sessions or recreational destinations (see “Advice – Driving” below); designate Coaching Group Leaders to each take a full (i.e. all participant names, but no personal info) participant list to EVERY training session, as well as Sign-in/Sign-out sheet for EVERYONE to sign out (when starting their training) AND sign in (after returning from their training session); ensure a master participant list (with emergency contact info) is taken (by Head Coach and first aider) to every training session and recreation activity; ensure that first aider(s) know details about nearest medical/emergency clinics, and that they take to every training session the camp first aid kit, search radios and extra drinking water; ensure bedtime and overnight supervision (see “Advice –

Bedtime” below); stay at camp until everyone else has left; ensure all camp expenses are paid; thank all volunteers after camp; short camp report to Sass Peepre Committee

Registrar – agree to have their contact info included on COC webpage for the camp; create registration online (through Orienteering Canada) or a form; receive all participants’ registrations; email confirmation once a registration is received; ensure that all participants under 11 years old do have a parent volunteering full time at camp; once “Detailed Info” document (see Appendix B) is ready (1-2 months before camp) email it to all registered participants (and email it to all subsequent registrations); answer inquiries about registration for camp; maintain contact with coordinator (if you can’t answer an inquiry, ask coordinator what to say) which includes providing updates on numbers periodically; create final spreadsheets listing all participants (see below Advice – Participant Lists); arrive early at camp and set up welcome area with coordinator; check everyone in on arrival at camp (collect missing forms, fees & info including waivers, permission, or any other requirements such as Advisement of Administration of Medication (Appendix E); inform parents as they drop off their kid, about last minute info such as camp’s emergency phone number, or new info about picking up kid at end of camp; ideally stay at camp throughout, but if that’s not possible then designate someone who will be there to maintain the lists; return all lists to Camp Coordinator after camp

Head Coach – One person could do both (a) and (b) roles, or 2 different people could do them.

- (a) **Preparation ahead of camp:** help recruit coaches; choose a Leader for each coaching group and brief them; plan training topics, “lectures” & exercises in advance, including who will deliver those; get advice from a local person who has set courses on the maps recently, and could give advice about ideal parking, start, & finish sites, as well as idiosyncracies of the map; consider using control sites from a previous event; print maps in advance; could leave final exercise(s) to allocate at beginning of camp (but need blank maps for this); consider having enough maps to offer choices for one session (i.e. more maps than 1/person/training session); oversee assigning coaches to groups (communicate with coaches before camp re their preferences regarding ages and gender of athletes, and whether they want to be full time or part time); send “Coaches’ Binder” info (see Appendices F, G and H) to all coaches in advance;
- (b) **Coordinating role during camp:** ensure flags are hung in advance (for first day = minimum); as camp starts, ensure all coaches know what age/experience/gender they’ve been assigned to coach, as well as tips on coaching; during camp, maintain ongoing communication with all coaches; adjust coaches and/or participants between groups if necessary; communicate with first aider(s); designate hanging and collecting controls (use older juniors if possible; try not to use HPP coaches); get feedback from coaches during and at end of camp; note that it is possible for a Head Coach to coach a group as well as coordinate, but occasionally logistics can cause problems, so be ready to offload your group if necessary.

Kitchen/Base Camp Coordinator - optimum #helpers, sample menu, sample budget, what's required (pots, utensils, etc.)...get advice from Anne Teutsch

Designated Local Contact Person = the “go-to” local person who will feed relevant local info to Camp Coordinator, visit potential sites for accommodation, ask other knowledgeable local orienteers for advice re best training areas for juniors, meet key people we shall have to deal with (e.g. for accommodation, cooking), sign agreements in person ahead of time if necessary; assist in setting up arrangements for arrival; be at the camp during the arrival of camp coordinator and participants; be “on call” during camp in case of questions; assist with closing up at end of camp as well as post camp admin as necessary

ADVICE (alphabetically by topic)

Bedtime: Allocate supervision for 12 & under. Allocate supervision for girls & boys, each night (i.e. one male and one female adult sleeping near participants to be on call overnight in case of illness etc). Occasionally, participants 17 & over have chosen to stay elsewhere, but don't encourage this. Adult volunteers could perhaps stay elsewhere, but must inform the coordinator of their plans in advance.

Driving: ONLY use parents as drivers. NEVER use anyone under 25. Driving must be coordinated PRECISELY – i.e. each day, there must be a list of exactly who drives in whose car. Drivers MUST be responsible for bringing home whoever they take out (or know for sure what their kids are doing to get back to accommodation). Head Coach plus the 4 Leader coaches must each have a full participant list that goes to the training session, and stays there until everyone is accounted for, for the return.

Finances: Must all go through Orienteering Canada Treasurer. If revenue is collected through COC host club online, then a cheque for net revenue, including a summary of this revenue, must be sent to Orienteering Canada Treasurer after the camp is over.

Liability insurance coverage (accommodation, landowners): Sometimes the accommodation facility or a landowner requires us to have a Certificate of Insurance. We then ask the Orienteering Canada staff to contact Orienteering Canada's insurance agent to send this Certificate to us. Refer to Orienteering Canada's Insurance document at <http://www.orienteering.ca/pdfs/policy/insurance.pdf> for information about Orienteering Canada's insurance including how to request an insurance certificate.

Participants: Split into 4 coaching groups before camp starts, according to LTAD guidelines for Learn to Train, Train to Train – 1, Train to Train – 2, and Learn to Compete. Each coaching group has a designated Leader, plus assistant coaches, as planned by Head Coach in advance. Participants under 11 years old MUST have a parent helping at camp full time. Check with Leaders after first training session whether any kids are in wrong group.

Participant lists: registrar brings to camp: a full list (2cc, with all allergies, emergency contact info etc) for coordinator plus HQ; enough copies of an abbreviated participant list to hand out to all participants at registration; a hard copy of each Coaching Group (including names of coaches and participants) for signing in and out (for each training session); a list of who has allergies/medical issues (including details of these) for head cook and first aider(s)

Recreation - optional (usually in 2nd half of camp): e.g. swimming (this is more important for younger kids ages <12 as they cannot focus as long as the older ones). Build costs for this into the full fee; don't charge extra during camp.

Safety Plan/Concerns – refer to Appendix L for details

Ensure a source(s) of medical advice that you can phone during camp

First aid kit, water & ice packs at all training sessions & at HQ (overnight)

Know where local hospital/medical help is located

Ensure supervision at all training exercises, recreation events, free time, overnight

Emergency contact list (for participants) available at all times, including training sessions

Designated cell phone number serving as “main camp contact”

APPENDIX A: SAMPLE “INITIAL INFORMATION” to promote camp

2016 SASS PEEPRE NATIONAL JUNIOR TRAINING CAMP July 26-28 at Camp Jubilee near Cochrane, Alberta

For many years, the Sass Peepre Junior Development Committee has organized an annual training camp for juniors from across Canada. Junior athletes of all abilities from 11 to 20 years of age are invited to participate in the 3 day camp, which always has amazing volunteer coaches coming from the ranks of the Senior National Team, High Performance Programme athletes, ex-national team members, and parents wanting to help their kids.

Our 2016 National Junior Training Camp will be held at Camp Jubilee, which is near the south edge of Cochrane, Alberta (a half hour drive west of Calgary).

For whom: Juniors ages 11 – 20. Participants age 10 and under are welcome only if a parent volunteers at camp full time and only after obtaining permission from Kitty to attend. Non-Canadian juniors are welcome.

Schedule: **Start** Tuesday, July 26 (approx. midday)
Finish Thursday, July 28 (approx. early afternoon)

Maps: Training will be on maps in the Elbow Valley (south of Cochrane) and possibly on maps north of Sundre (north of Cochrane). Transport to the maps will be in coaches' cars and possibly a rental van.

Accommodation: Camp Jubilee is a Girl Guide facility with a building that has a capacity of 96 people. There will be 2 girls' dorms and 2 boys' dorms, (each dorm has 24 bunk beds). This facility does not have a website. More details will be provided in the information sent to registered participants in June.

Meals: Meals will be prepared by our volunteer cooks.

Camp Fee Includes accommodation, meals and coaching
Fee to be announced in early February
\$25 of your fee is non-refundable.
Consider contacting your own club for a subsidy.

Registration: Online registration will be available soon.

Registrar: Marsha Fehr (Calgary)

Camp Coordinator: Kitty Jones (Calgary)

For registration information: Contact Marsha Fehr, marsndave at gmail dot com

For all other information: Contact Kitty, kittyjones at shaw dot ca

Detailed information: will be emailed to registered participants starting in June.

CALLING ALL COACHES, COOKS AND HELPERS!!

As usual, we are looking for volunteers to coach, cook, drive, and generally help out (e.g. supervise younger kids at bedtime).

COACHES: If you are worried about tiring yourself out or getting injured at camp, then consider offering to help part time instead of full time. Of course we'd love to have as many HPP folks to coach as possible, but we do not want to risk affecting your potential to reach your competitive goals. On the plus side, remember that coaching does give you insights into O skills.

We need adults to volunteer to help coach at all levels from beginner to advanced. We also need adults to volunteer to help prepare the meals (2 breakfasts, 2 lunches and 2 suppers). Whether you are a National Team athlete (either current or past), or a parent of a camp participant, please consider offering your time, as this camp relies 100% on volunteers.

All adult volunteers will receive free room and board at the camp. Sorry – no honoraria! But you'll be making a big contribution to the Canadian orienteering scene and have fun while doing so!

If you have a vehicle, you will be asked to help with transporting participants the short distance to training sessions. If necessary, we'll have a 15-passenger rental van as well, to eliminate shuttling.

Contact Kitty to join the camp!

Coaches' Meeting: probably Tuesday morning July 26. Details TBA.

APPENDIX B: "DETAILED INFORMATION" for all participants and volunteers

2012 SASS PEEPRE JUNIOR CAMP

Strathcona Wilderness Centre, August 14 – 16

Detailed Information as of July 3

Please read this before you leave home! Especially the list of things to bring, which includes some new items this year. Try to think of what skills you would like to improve at this camp. Get ready to learn lots and have a super fun time.

OVERVIEW – who's in charge of what!

Kitty Jones (from Calgary, Alberta) is the Camp Coordinator. Participants should communicate with Kitty about any problems that come up before and during camp. Kitty will coordinate the coaches and other adult helpers, as well as the training sessions.

Anne Teutsch (from Ottawa, Ontario) is the head cook.

Marsha Fehr (from Calgary, Alberta), the registrar, will be greeting everyone upon arrival on August 14. If you have not already done so, please send Marsha your registration form and waiver ASAP. Please note we need your Health Care number. The absolute deadline is July 31. You can download the registration form here: (hyperlink).....

DIRECTIONS TO CAMP

Go here to see the location map of the Strathcona Wilderness Centre: (hyperlink)....

The Strathcona Wilderness Centre is a 20 minute drive east of Sherwood Park.....

If you are driving from

ARRIVING AT CAMP on Tuesday August 14

Participants and coaches should arrive between noon and 1:00pm. Please do not arrive before noon unless Kitty specifically requests you to do so. Upon arrival, you must check in with Marsha to find out where to take your gear, and to check your registration form.

See above for directions and details.

If you wish to camp nearby on the night before camp starts (night of Monday August 13), you could consider

CAMP PARTICIPANTS

A list of coaches and participants will be provided when you arrive at camp.

We will be assigning you to a training group based on your orienteering skill level and age. If you have not yet sent your 2-page registration form and "orienteering bio" to Marsha, please do so ASAP so we can place you in the right group.

ACCOMMODATION

We are staying at the Strathcona Wilderness Centre; their website is.....

Sleeping arrangements.....

TRAINING

Training sessions will take place on the orienteering map(s)..... The terrain is Parking for all training sessions will be at

Transport between the (accommodation) and the map(s) will be in coaches' personal cars. If there are not enough cars, we'll rent a van.

Swimming: Cost will be included in camp fee.

Presentations

CAMP SCHEDULE (tentative)

We often fine-tune the schedule as we go, so check frequently the up-to-date schedule that will be posted in a prominent place in the Lodge.

Tuesday, August 14

Bring your own lunch, snacks and water for the afternoon

Arrive dressed to orienteer!

Noon – 1:30pm Participants, coaches & helpers arrive & settle in. Bring your own lunch and eat it outside the lodge before 1:30pm.

1:30 – 2:30 Welcome, introductions, instructions for the day

2:30 – 2:45 Drive to training area

2:45 – 5:00 Training session #1

5:00 – 5:15 Drive back to Centre

5:30 – 6:00 Supper – Shift 1 (prepared by volunteers)

6:00 – 6:30 Supper – Shift 2

6:30 – 7:00 Debrief the training session

7:00 – 9:00 (a) 1-hour JWOC presentation in Lodge (twice)

(b) 1-hour orienteering activity outside Lodge (twice)

9:00 – 9:15 Snack

9:15 – 9:45 Stretching, relaxation

10:15 Lights out, quiet

Wednesday, August 15

8:30 -9:00 am Breakfast – Shift 1 (and pack lunch for the day)

9:00 – 9:30 Breakfast – Shift 2

9:30 – 10:00 Instructions for the day

10:00 – 10:15 Drive to training area

10:15 – 12:15 Training session #2

12:15 – 1:30 pm Lunch at Waskehegan staging area

1:30 – 3:30 Training session #3

3:30 – 3:45 Return to Centre

3:45 - 5:30 Free time; games (e.g. disc golf course at Centre)

5:30 – 6:00 Supper – Shift 1 (prepared by volunteers)

6:00 – 6:30 Supper – Shift 2

6:30 – 7:00 Debrief the day's training sessions

7:00 – 9:00 (a) 1-hour WOC presentation in Lodge (twice)

(b) campfire outside Lodge (twice)

9:00 – 9:15 Snack

9:15 – 9:45 Stretching/Relaxation

10:15 Lights out, Quiet

Thursday, August 16

6:30 – 7:00 am Breakfast – Shift 1 (and pack lunch)

7:00 – 7:30 Breakfast – Shift 2

7:30 – 8:30 Adults clean upper level of Lodge

7:30 – 8:00 Pack gear and move bags to lounge (Lodge, lower level)

8:00 – 9:30 Presentation (outside Lodge)

9:30 – 11:30 Orienteering activities outdoors at Centre

11:30 – 12:00 noon Debrief, farewells, eat packed lunch

12:00 noon **Parents collect kids**

3:00 – 5:30pm HP Program Fundraiser in downtown Edmonton

approx 30-40 minute drive from camp to fundraiser event

5:30 COF AGM in downtown Edmonton

EMERGENCY PHONE

At the time of writing, we do not have an emergency cell number for use during camp. We will give that to you when you arrive. Please phone us **ONLY** if absolutely necessary. Do **NOT** phone just to check up on your child!

MEALS

Everyone must bring their own lunch/snacks/water/drinks for Tuesday, August 14. The first food we supply will be supper on August 14.

The meals will be prepared by adult volunteers at the kitchen in the Lodge. Participants & coaches will make their own bag lunch for Wednesday and Thursday, using supplies provided.

Please let Kitty know if you have special food requirements (e.g. allergies, vegetarian) ASAP, if you have not already specified this on your registration form.

Parents of younger children, please impress upon your child the importance of packing adequate and nutritious food, and not to leave it behind!! Also, remember to pack plenty of liquids, as the weather could be hot and dry.

MISCELLANEOUS

Weather

The weather could be hot and sunny or it could be rainy.

Wildlife at the Centre

There are plenty of marshes both at the Centre and on the orienteering map. If they are wet, there could be mosquitoes, so bring insect repellent. There are reports of (other animals?)

ASKING QUESTIONS

Contact Kitty Jones (any time except) or Marsha Fehr (about registration issues only).

Contact Kitty or Marsha at WCOG competitions August 11-12.

Kitty Jones (in Calgary, Alberta): contact info.....

Marsha Fehr (in Calgary): contact info.....

WHAT TO BRING (mark your name on everything)

Packed lunch, snacks and water/drinks (for first day)

Sleeping bag

Pillow

Foamie/ensolite/mattress (if you are told that you will be in the Bunkhouses or tents)
Tent (if you are told you will be tenting)
Daypack, large enough to carry gear & lunch every day
Water bottles (at least 2 litres, more if you drink a lot)
Lunch bag (optional; brown paper bags will be provided) to pack your lunch each day
Toiletries
Towel
Swim suit (in case you go to a swimming pool in the event of bad weather)
Outdoor shoes, at least 2 pairs: orienteering shoes, runners, or light hiking boots
Indoor shoes (outdoor shoes must be removed when you enter the Lodge)
Sandals (optional)
Orienteering clothes: O suit, or T shirt & lightweight long pants
Other clothes: shorts, extra T shirts
Socks: at least 4 or 5 pairs
Underwear
Pyjamas
Rain gear
Cool weather gear (just in case: e.g. sweatshirt, sweatpants, fleece)
Sun hat
Sun screen
Sunglasses (optional)
Insect repellent
Whistle
Compass
SI stick (for competitions, not this camp)
Band-aids, moleskin, personal first aid (NB we will have a group first aid kit)
Small entertainment items such as a book or cards
Pens, pencils, some writing paper
Flashlight/headlamp
Watch (so you are not late for anything!)
Alarm (to help you get up early on Thursday morning!)
Musical instrument suitable for campfire (if you have one)
Please DO NOT BRING:
Electronic devices - there will be too much else to do!!
Valuables such as jewellery or money.

APPENDIX C(a): REGISTRATION FORM from 2012

2012 SASS PEEPRE NATIONAL JUNIOR TRAINING CAMP August 14-16
REGISTRATION FORM

Name _____ Phone _____

Birthdate _____ Email _____

Parents' Names _____ Email _____

Address _____ Postal Code _____

Travel plans: We anticipate that some families/juniors may wish to car pool....We will endeavor to help you arrange car pooling, once we have an idea of who is registered. Look for details in the information that we'll email to you in June.

I might be interested in car pooling: yes _____ no _____ maybe _____

My tentative travel plans to get to camp are:

Emergency Contact (someone we can phone if we need to during camp) & Phone No.

Health Plan Information _____

Health/Medical problems, including allergies and special food requirements

Please outline your orienteering experience on a separate page. Include the competitive orienteering course level that you normally run in 2012 and any orienteering training camps you have attended in the past. Indicate areas you are hoping to improve. This information will be given to your coach(es) at the camp and will assist us in placing you in the correct group.

Privacy Consent: By providing the personal information on this form, you are consenting to COF's collection and use of that information for the purposes of providing future orienteering training camps. We may retain this information until December 2013.

Signature of Parent/Guardian

Date

Appendix C(b): Waiver used in 2016, prepared by a lawyer

2016 SASS PEEPRE NATIONAL JUNIOR TRAINING CAMP

**INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT
(FOR PARTICIPANTS UNDER 18 YEARS OF AGE on July 26, 2016)**

ATTENTION!

By signing this document you will waive certain legal rights, including the right to sue in circumstances outlined in this Agreement. Please read carefully.

Participant's Name: _____ Date: _____

1. This is a binding legal agreement therefore clarify any questions or concerns before signing.
2. We, the Parties, (consisting of the Parent/Legal Guardian of the Participant noted above and the Participant), acknowledge and fully understand that Orienteering is an activity where the Participant will travel by foot or other means in remote areas that may contain harsh terrain or aggressive wildlife and will be exposed to the elements.
3. We further acknowledge and fully understand that although there will be adult coaches at all training sessions and adult volunteers resident at Camp Jubilee, there will be periods of time where the Participant will be alone and is ultimately responsible for their own safety.

Disclaimer

4. Sass Peepre Camp organizers and volunteers, Orienteering Canada, Alberta Orienteering Association, Foothills Wanderers Orienteering Club, and Girl Guides of Canada, their respective directors, officers, committee members, members, employees, marshals, volunteers, officials, participants, agents, owner's/operator's of facilities, and representatives (collectively the "Camp") are not responsible for any injury, personal injury, damage, property damage, expense, loss of income or loss of any kind suffered by a Participant during, or as a result of, any program, activity or event of the Camp, caused by the risks, dangers and hazards associated with participation in the Camp.

We have read and agree to be bound by clauses 1-4.

Initials: _____

**Parent/Guardian
Participant**

Description of Risks

5. The Participant is participating voluntarily in the Camp. In consideration of that participation the Parties hereby acknowledge that they are aware of the possible exposure to the risks, dangers and hazards associated with or related to any such programs activities and events of the Camp. Despite the organizers' best efforts to ensure the safety of the participants, the risks, dangers and hazards include, but are not limited to, injuries from:
 - a) Vigorous physical exertion, strenuous cardiovascular workouts, rapid movements and quick turns and stops;
 - b) Uneven terrain which could result in sprains, cuts, abrasions, dislocations, breaks, impalements, contusions, etc.
 - c) Collision with trees, rocks, fences, ruins, man-made objects;
 - d) Falling down slopes, gullies, ditches, pits, depressions, etc.;
 - e) Unstable or extreme weather conditions - rain, sleet, hail, thunderstorms, snow - which may cause unstable surfaces/footing or hypothermia;

- f) Excessive hot/humid weather conditions which may result in heatstroke, heat exhaustion, sunstroke or disorientation (thereby getting lost on the map);
 - g) Encounters with aggressive wild life – bears, coyotes, elk, deer, cougars - which could result in injury;
 - h) Improper Use of Bear Spray that could result in temporary loss of sight and severe restriction of breathing;
 - i) Remoteness of the location with poor communication ability and inability to get rescue/medical aid assistance easily or quickly;
6. Furthermore, the Parties are aware:
- a) That any injuries sustained can be severe, even deadly, and result in reduced mobility, loss of income, etc.;
 - b) That the Participant may experience anxiety while challenging themselves during the activities, events and programs;
 - c) That the Participant may come into close contact with wild life, despite the best efforts of the Camp to keep the Camp Jubilee site and the orienteering training areas clear of danger before and during the Camp;
 - d) That the Participants’ risk of injury is reduced if they follow all rules and safety guidelines established for participation;
 - e) That **if the Participant chooses to carry Bear Spray**, the Parties must both agree to educate the Participant about how to use it; and
 - f) That any risk of injury increases as the Participant becomes fatigued.

Release of Liability

7. In consideration of the Camp allowing the Participant to participate, the Parties agree:
- a) That the Participant’s physical condition is suitable for the activities;
 - b) **If the Participant is carrying Bear Spray during training sessions** (which is the decision of the Parent/Legal Guardian) - To watch the safety video (regarding Bear Encounters and the Proper Use of Bear Spray) <http://www.pc.gc.ca/eng/pn-np/mtn/ours-bears/secure-safety/gaz-spray.aspx> prior to arriving at camp;
 - c) To freely ACCEPT AND FULLY ASSUME all such risks, dangers and hazards and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting out of the Participant’s participation in the Camp; and
 - d) To FOREVER RELEASE the Camp from liability for any and all claims, demands, actions, damages and costs that might arise out of the Participant’s participation in the Camp.

We have read and agree to be bound by clauses 5 -7.

Initials: _____

Parent/Guardian
Participant

Acknowledgement

- 8. The Parties acknowledge that they have read and understood this agreement, that they have executed this Agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, executors, administrators and representatives.
- 9. By signing this Agreement, the Parties agree to be bound by all that is contained in this Legal Agreement.

We have read and agree to be bound by clauses 8 and 9.

Initials: _____

Parent/Guardian
Participant

THIS AGREEMENT TO BE INITIALLED IN 3 PLACES ABOVE, AND SIGNED AND WITNESSED BELOW

Name of Participant

Age and DOB

Date

Signature of Participant

Name of Parent/Legal Guardian

Date

Signature of Parent/Legal Guardian

Name of Witness

Date

Signature of Witness

APPENDIX D: SAMPLE BUDGET

Based on 25 kids & 15 volunteers

Based on 2 breakfasts, 3 lunches & 2 suppers

Expenses:

Accommodation \$1,200

Meals:

Breakfast: 2 x 40 people x \$3/person \$240

Lunch: 3 x 40 x \$3/person \$360

Supper: 2 x 40 x \$6/person \$480

Van rental for 3 days \$600

Supplies:

Maps: 8/person @ \$0.40/map \$130

Plastic bags \$ 20

Gas for private cars 9 @ \$20 \$180

Other \$ 50

Total expenses \$3,260

Revenue:

Camp fees: 25 @ ? = close to \$3,260

Calculate that fee: $3,260/25$ kids = \$130

Therefore total revenue = \$3,250

APPENDIX E

ADVISEMENT OF ADMINISTRATION OF MEDICATION

ORIENTEERING CANADA

SASS PEEPRE CAMP at _____
dates: _____

Contact Information

Child's
Name: _____

Parent/Guardian 1: _____ Telephone #1: _____

Parent/Guardian 2: _____ Telephone #2: _____

Alternate Phone number: _____

Medication Information

Name of Prescribing Physician _____ Phone _____

Name of Medication _____

Prescription Number _____

Dosage of Medication _____

Time of administration _____

Special Storage Instructions _____

Caution for Notable Side Effects: Yes ___ No ___ If yes: _____

Duration of Medication regime _____

Has this child been free of fever for 24 hours? Yes ___ No ___ N/A _____

Has this child been taking this medication for the past 24 hours with no side effects? Yes ___ No ___ N/A _____

Other details (e.g. Is the child independent with monitoring? What are the possible negative outcomes and the best response in those situations?) _____

PARENT/GUARDIAN AUTHORIZATION: ADMINISTRATION

The responsibility for administration of medication involves certain elements of risk. Unexpected consequences including, but not limited to, illness, adverse reactions, death or other complications may occur as a result of the administration (or non-administration)

of any medication. These physical reactions result from the medication and can occur without fault on either part of the child, Orienteering Canada or its volunteers or employees. By requesting and consenting to the administration of medication by Sass Peepre Camp volunteers to your child, you are assuming the risk of an unexpected reaction occurring. It is understood that the chances of such a reaction occurring may be reduced by carefully following the instructions provided by the physician and/or pharmacy at all times. If you consent to the administration of medication to your child by Sass Peepre Camp volunteers, you must understand that you and not the Sass Peepre volunteers nor Orienteering Canada will bear sole responsibility for any physical reaction that might occur.

I have read the above and I understand that in requesting and consenting to the administration of medication by Sass Peepre Camp volunteers, I am assuming the risks associated with doing so.

The parent(s)/guardian(s) of _____ hereby consent that the above medication, using the procedures as outlined by the physician, be administered to the child by Sass Peepre Camp volunteers. It is acknowledged that the Sass Peepre Camp volunteers are not medically trained to administer medication.

Parent/Guardian signature(s):

Print Name(s):

Date:

Witness signature:

Print name:

APPENDIX F: SAMPLE “COACHES’ BINDER” list of contents

CAMP SCHEDULE - tentative

PARTICIPANT LIST (most recent) – BOYS

PARTICIPANT LIST (most recent) – GIRLS

VOLUNTEERS LIST (most recent)

OUTLINE OF TRAINING SESSIONS – tentative

- a) Tuesday pm
- b) Wednesday am
- c) Wednesday pm

MAP FOR DRIVERS

FWOC “BEYOND THE BASICS” COACHING TIPS

Use these for tips on what to talk about while coaching

Orienting and Holding the Map

Using the Compass Effectively

Contours

Attack Points & Speed Change

Aiming Off

Simplification

Relocation

A blank page for your personal notes

APPENDIX G: SAMPLE CAMP SCHEDULE

We often fine-tune the schedule as we go, so check frequently the up-to-date schedule that will be posted in a prominent place in the Lodge.

Tuesday, August 14

Bring your own lunch, snacks and water for the afternoon

Arrive dressed to orienteer!

Noon – 1:30pm Participants, coaches & helpers arrive & settle in. Bring your own lunch and eat it outside the lodge before 1:30pm.

1:30 – 2:30 Welcome, introductions, instructions for the day

2:30 – 2:45 Drive to training area

2:45 – 5:00 Training session #1

5:00 – 5:15 Drive back to Centre

5:30 – 6:00 Supper – Shift 1 (prepared by volunteers)

6:00 – 6:30 Supper – Shift 2

6:30 – 7:00 Debrief the training session

7:00 – 9:00 (a) 1-hour JWOC presentation in Lodge (twice)

(b) 1-hour orienteering activity outside Lodge (twice)

9:00 – 9:15 Snack

9:15 – 9:45 Stretching, relaxation

10:15 Lights out, quiet

Wednesday, August 15

8:30 -9:00 am Breakfast – Shift 1 (and pack lunch for the day)

9:00 – 9:30 Breakfast – Shift 2

9:30 – 10:00 Instructions for the day

10:00 – 10:15 Drive to training area

10:15 – 12:15 Training session #2

12:15 – 1:30 pm Lunch at Waskehegan staging area

1:30 – 3:30 Training session #3

3:30 – 3:45 Return to Centre

3:45 - 5:30 Free time; games (e.g. disc golf course at Centre)

5:30 – 6:00 Supper – Shift 1 (prepared by volunteers)

6:00 – 6:30 Supper – Shift 2

6:30 – 7:00 Debrief the day's training sessions

7:00 – 9:00 (a) 1-hour WOC presentation in Lodge (twice)

(b) campfire outside Lodge (twice)

9:00 – 9:15 Snack

9:15 – 9:45 Stretching/Relaxation

10:15 Lights out, Quiet

Thursday, August 16

6:30 – 7:00 am Breakfast – Shift 1 (and pack lunch)
7:00 – 7:30 Breakfast – Shift 2
7:30 – 8:30 Adults clean upper level of Lodge
7:30 – 8:00 Pack gear and move bags to lounge (Lodge, lower level)
8:00 – 9:30 Presentation (outside Lodge)
9:30 – 11:30 Orienteering activities outdoors at Centre
11:30 – 12:00 noon Debrief, farewells, eat packed lunch
12:00 noon Parents collect kids

APPENDIX H: SAMPLE TRAINING PLAN

TUESDAY AFTERNOON (FIRST SESSION)

- **BEFORE GOING ONTO THE MAP, EVERYONE SIGN OUT AS YOU START, AND SIGN BACK IN AS YOU FINISH.**
- **WARM UP BEFORE EACH TRAINING SESSION AND COOL DOWN AFTER.**
- **REFER TO “LTAD” FRAMEWORK – 9 STAGES (OBJECTIVES & GOALS FOR EACH AGE GROUP)**

BEGINNERS (M/W12)

Part 1: Strathcona Wilderness Centre Map – no controls:

Stay at Centre; 40-50 min map walk, familiarization with site. Review map symbols, holding map correctly (1 fold, thumbing), orienting map to N, using compass only for orienting map to N and safety (whistles, safety bearing, animals).

Part 2: Blackfoot map - no controls:

Drive to map (shift 2); 40-50 min map walk; same goals as above.

INTERMEDIATES (M/W 13-14 & 15-16)

& ADVANCED (M/W 17-20)

Blackfoot map – no controls (bring this map with you on Wednesday, too!)

Part 1: Map walk (2 areas near parking).

Goals: Review map symbols, holding map correctly, orienting map to N, safety (whistles, safety bearing, animals)

Part 2: Understanding contours (use areas marked on coaches' maps = areas not used for map walk or for Wed morning)

Goals: Coaches lead a couple of different exercises focusing on contours e.g. line-O; Follow John; Relocation (leader follows map, others do not look at map, then stop so everyone can figure out where they are).

**2012 Sass Peepre Camp
Training Plan**

WEDNESDAY MORNING

- **BEFORE GOING ONTO THE MAP, EVERYONE SIGN OUT AS YOU START, AND SIGN BACK IN AS YOU FINISH.**
- **WARM UP & COOL DOWN**

BEGINNERS (M/W12)

Map: Blackfoot North C1 = 2.9km

Goals: Hold map correctly, keep map oriented (either use compass to find north, or use features around you), review control descriptions, practice safety bearing, discuss contour features along trails.

INTERMEDIATES (M/W13-14 and M/W15-16)

Map: Choose which Blackfoot North map is best for your group:

Either: Normal map (control description titled “Contours”)

Or: Map showing ONLY contours and water and handrails

ALSO bring a blank map (no controls) either 1:7,500 or 1:10,000

Goals: Interpreting intricate contours. Choose west half of course or east half or both. Start in either direction (to spread out all groups). NB there are no index contours on contours-only map. Start slowly, only speed up if group stays in contact with map. Verbalize all nuances of contour shapes as you go by.

ADVANCED (M/W17-20)

Map: Choose which Blackfoot North map is best for your group:

Either: Map showing ONLY contours and water and handrails

Or: Map showing ONLY contours

ALSO bring a blank map (no controls) either 1:7,500 or 1:10,000

Goals: Interpreting intricate contours. Choose west half of course or east half or both. Start in either direction (to spread out all groups). NB there are no index contours both these contours-only maps. Start slowly, only speed up if group stays in contact with map. Verbalize all nuances of contour shapes as you go by.

**2012 Sass Peepre Camp
Training Plan**

WEDNESDAY AFTERNOON

- **BEFORE GOING ONTO THE MAP, EVERYONE SIGN OUT AS YOU START, AND SIGN BACK IN AS YOU FINISH.**
- **WARM UP & COOL DOWN**

BEGINNERS (M/W12)

Map: Blackfoot South C1 = 3.9km (omit control(s) if this is too long)

Goals: same as morning, but focus more on understanding contours. Start slowly, only speed up if group stays in contact with map. Verbalize all nuances of contour shapes as you go by.

INTERMEDIATES (M/W13-14 and M/W15-16)

Map: Choose which Blackfoot South map is best for your group. Everyone in your group must use the same map.

Either: Normal map (control description titled “South C2”) = easy

Or: Corridor map = harder

Or: Window short map = hardest

ALSO bring a blank map (no controls) either 1:7,500 or 1:10,000

Goals: Holding & orienting map correctly continuously, focus on contours, some compass bearings, some distance judgement (pacing).

ADVANCED (M/W17-20)

Map: Choose which Blackfoot South map is best for your group. Everyone in your group must use the same map.

Either: Corridor map = easier

Or: Window short map = harder

Or: Window long map = hardest

ALSO bring a blank map (no controls) either 1:7,500 or 1:10,000

Goals: Focus on contours, use compass bearings, judge distance (pacing)

APPENDIX I: FWOC “BEYOND THE BASICS” COACHING TIPS

ORIENTING AND HOLDING THE MAP

Definition: Orienting the map means holding the map so that the north lines on the map point the same way as the north (red) end of the compass needle. Then the features on the map will match the features on the ground around you. There are 2 ways to orient the map:

1. Orient the map using a compass

- a) Hold the map horizontally at waist level directly in front of you. Do not twist your body. Do not hold the map awkwardly; it must be horizontal.
- b) Note where the north lines are, and which end of the map is north. Do not confuse north with south.
- c) Place your compass over the map.
- d) Turn your body with your feet only until the red end of the compass needle points exactly the same direction as north on the map.
- e) Look around you to check that the features on the map match the features of the terrain around you.

2. Orient the map using the features

- a) Look around you to see all the details of the terrain features and their relationship to each other.
- b) Identify where you are on the map.
- c) Turn the map until the features on the map match the terrain features.

Common mistakes in orienting the map

Not holding your map horizontally.

Twisting your body instead of only your feet, when orienting the map.

Lining up the red end of the compass needle with south instead of north.

Forgetting to orient the map frequently.

Holding the map

1. Hold the map horizontally at waist level.
2. Fold the map once only so that the fold is parallel to the direction you wish to travel.
3. Place the folded map in your hand so the fold is comfortably tucked in between your thumb & forefinger.
4. Place your thumb (the one holding the map) near your location.
5. Move your thumb as you travel, to keep track of where you are.
6. Now you can quickly look from map to terrain and back, without losing your place.
7. When you change direction, unfold your map and refold along new direction.

What to practice today: Orient and hold the map correctly all the time!!

Beginners: Orient your map using your compass.

More advanced: Orient your map either way. Use one method to check the other.

USING THE COMPASS EFFECTIVELY

Compass is an AID to orienteering (map reading is the most important part)

2 Different Types of compass used for orienteering (personal preference):

1. Standard baseplate compass (protractor compass), and 2) Thumb compass

Holding the compass correctly

1. Horizontal
2. At waist height
3. Let needle settle a few moments before looking at it.
4. What could affect the mag needle: jewelry, belt buckle, power lines, cars

Compass is used to:

1. Keep the map oriented
2. Take a bearing from the map
3. Follow a safety bearing
4. Check direction of linear features you see in the field
5. Measure distance on the map (using the mm scale or a personal scale)

Using the compass WHILE MOVING

1. Progress from standing -> walking -> jogging -> running
2. Precision compass: accurate bearing, slower speed, from attack pt to control
3. Rough compass: accurate bearing, faster speed, control to attack point
4. "Running on the needle"

When the compass is important

1. Keeping the map oriented
2. Featureless terrain
3. Terrain with parallel features
4. Terrain that all looks the same
5. When visibility is reduced
6. When there are so many details that reading them all would slow you down

What to practice today

1. Use compass to keep the map oriented ALL THE TIME
2. Hold the compass correctly when you are using it.
3. Know the safety bearing before you start.
4. Use compass to check the direction of any linear feature that you follow, or cross, (to make sure it is the one you think it is).
5. Try precision compass at least once.
6. Try rough compass at least once.
7. Advanced: try preparing map & compass for next leg, once control is seen

CONTOURS

Interpreting contours is one of the hardest and most important skills in map reading.

Definition

A contour is an imaginary line representing equal altitude (height above sea level).

Contour lines show the shape of the land.

Contours on O maps are a mixture of science and art.

Contour features

Contour lines, index contours, form lines, slope lines, hills, knolls, depressions, pits

Contour interpretation

Describe shapes of hills, depressions, spurs & reentrants. Useful words: circular, oval, oblong, linear, pointed, gently rounded, shaped like a...boomerang, banana, tear drop

How steep is the slope? Useful words: gentle, steep, plateau, convex, concave

Describe the angle of slope: facing N, S, NE, SW

Verbalize what you see as you go by contour features.

Interpreting contours WHILE MOVING

5. Progress from standing -> walking -> jogging -> running
6. Holding the map correctly

What to practice today

8. Hold the map & compass correctly all the time
9. Relate the contours on the map to the shape of the land around you all the time; look all around you as you go.

ATTACK POINTS

Definition

An attack point is a relatively large feature near the control. You are extra careful while navigating from the attack point to the control.

Skills required:

1. Choose a good attack point: it should be larger than the feature in the control circle and therefore easier to find.
2. Choose your attack point before planning your route to the control. Then plan the best route for you, to get to the attack point.
3. Change your speed when you get to the attack point. Slow down and navigate precisely into the control, from the attack point.

SPEED CHANGE “Traffic Light Orienteering”

Definition

“Traffic Light Orienteering” refers to the different speeds you choose to use, while orienteering.

GREEN light = FAST speed.

YELLOW light = MODERATE speed.

RED light = SLOW speed

Skills required:

1. Learn how to choose when to use which speed. Generally, it is RED light while navigating into a control from an attack point. Use YELLOW light as you approach the attack point. Use GREEN light when navigating “roughly” over longer distances, and during the early part of a leg.
2. Learn how to transition from one speed to another.
3. Learn the different skills required for the different speeds: “rough” compass and “rough” map reading for faster speeds, and “precise” compass and “precise” map reading for slower speeds.

AIMING OFF

Aiming off is a technique used in conjunction with catching features. It involves deliberately aiming to one side or the other of the straight line you wish to follow, so that when you arrive at your catching feature you know which way to turn.

WHY to aim off:

1. You can move faster because you are running for a long feature rather than a point.
2. You can run more confidently because it is easier to hit the long/large feature.
3. It is difficult to run on a compass bearing through the forest and hit a point feature dead on.

WHEN to aim off:

1. Along the route: select a large handrail or catching feature to one side of the direct route.
2. Extend the control: Aiming off to a distinct linear feature that can lead you into the control extends the area of the control, making it larger & easier to find.
3. Behind the control: A large linear feature immediately behind the control can be used to help find the control: travel parallel to the linear feature at the correct distance from it.

HINTS:

1. There is nearly always a right way to aim off rather than a 50-50 choice. Aim off to the side that represents the least total distance.
2. Competent orienteers usually aim only slightly off the control site, to minimise the distance to run after turning. Aim 50-100m to one side.
3. Aim off precisely; don't be too loose/rough with your aim.

What to practice today

1. Hold the map and compass correctly all the time.
2. Keep the map oriented all the time.
3. Look for linear features - handrails and catching features – along your route.
4. Practice aiming off whenever possible.

SIMPLIFICATION

Simplification can be applied to map reading, the terrain and the compass.

Map Simplification

1. Beginners: read only the large features:
 - a) handrails (e.g. major trails, streams, fences, fields)
 - b) catching features (buildings, trail junctions, large hills & depressions)
 - c) simplification is easier on larger scale maps
2. Intermediate: read large features (as above, plus large contour features)
3. Advanced: look for the most significant, distinct, unique, relevant features (these features could be smaller than those used by intermediate orienteers)
4. Intermediate & Advanced:
 - a) Use map simplification in both rough & precision map reading
 - b) Use simplification to highlight features hidden by other similar details
 - c) Use simplification to identify features disguised by thick vegetation, or by dark colours on the maps (green or yellow)
 - d) Be aware of index contours
 - e) Distance estimation can sometimes replace pace counting

Terrain Simplification

1. Eliminate/ignore all but the most significant features in the terrain.
2. Look in the terrain for distinct large features.
3. Minimise the detail surrounding the distinct large features.

Compass Simplification

1. Thumb compass is simpler than baseplate (protractor) compass; some steps are automatically eliminated.
2. "Running on the needle" (for advanced only)

Simplification WHILE MOVING

7. Progress from standing -> walking -> jogging -> running
8. To simplify successfully, you must first be competent at the skill to be simplified.
9. Holding the map correctly aids simplification skills.

What to practice today

10. Hold the map & compass correctly all the time
11. Beginners: Look for distinct handrails & catching features on the map & in the terrain
12. Intermediate & Advanced: Study a leg, then sketch (or imagine) a simplified version, then orienteer using your simplified version

RELOCATION

Relocation: Finding yourself after getting lost, or recovering from an error(s). All orienteers get “lost”; the difference between good and bad orienteers is the speed of relocation.

Skills required for relocation:

Orienteering skills: map reading, compass use, peripheral vision in the terrain, memory of (ability to reconstruct) distance, direction and features seen

Mental skills: emotional self control, mental self control

Follow a procedure:

1. Admit you made an error.
2. Slow down or stop.
3. Stay calm.
4. Orient the map with the compass (NOT with the terrain).
5. Look around in the terrain; try to find the observed features on the map.
6. If steps 1-5 fail, recall the direction, distance and features seen since the last known position*.
7. If step 6 fails, physically relocate by doing 1 or more of the following:
 - a. Continue to a catching feature and relocate on it.
 - b. Return to the last known position.
 - c. Go to a large or distinct feature nearby and locate it on the map.
 - d. “Bail out” to a large catching feature off the desired route.
8. If step 7 fails, reconstruct the orienteering since the last known control.

*If you are near a control, this should be the attack point. In this case, if step 6 fails, go to a different attack point. If that fails, reconstruct the orienteering to the attack point.

Steps 1-5 should take 30 seconds (with experience).

Step 7 should take 2-3 minutes (with experience).

Start this procedure after you think you have been “lost” for 30 seconds – 1 minute.

Preventing errors: There are many different kinds of errors in orienteering. Imagine all the possible errors. Imagine how you could prevent them. When orienteering, always assume your position is “possibly correct”. Always use as much information as you can to continuously confirm your position.

Correcting errors: The sooner an error is corrected, the better. Check your map frequently (every 10 seconds) so you can detect an error while it is still small.

What to practice today: Hold the map and compass correctly all the time. Keep the map oriented all the time. Prevent any errors from occurring. Proceed cautiously after an error.

APPENDIX J: LIST OF SUPPLIES THAT ORGANIZER TAKES TO CAMP

Flagging

Black sharpies

Control flags, at least 50 (small training flags are easy to bring from afar)

Legends (to post at camp)

IOF control description definitions (to post at camp)

Flipchart paper (to post daily schedule)

Colored felt pens

Masking tape

Plastic bags for maps (one per person, plus some more)

Maps (including those training exercises planned ahead, master maps, unmarked maps)

First aid kit

Ice/plastic bags/cooler

Supplies for games: soccer ball, Frisbees, playdoh, O puzzles, O games, etc

Name tags (stick-on) for registration

Master participant lists (hard copies):

- Full list for coordinator and HQ, including allergies and emergency contact info

- List of names and emails (only) to give kids and volunteers at registration

- Coaching groups (including coaches and participants' names) (1cc for Leader)

- a) Group list with age, BD, gender, goals, experience for each kid

- b) Group list for EACH training session for signing out (when starting training) and signing in (on return from training).

Tentative schedule

Projector & screen (if presenters require this)

Handouts or binders for coaches (see Appendix F for sample Coaches' Binder)

Copies of forms (Incident, injury, non-Cdn resident, Administration of Medication)

Radios for searching (if available)

Paddling pool (if very hot – see Safety Plan)

Water containers for extra water/gatorade at training sessions

Pop-up tent (if rainy – O-Store has one, or borrow from local club)

Thankyous for kids to sign (for all volunteers)

Spare insect repellent, sun cream, compasses, whistles.....

Evaluations (if any)

Cash to pay drivers (\$10-20 each, depending on total distances) (= way easier than asking

Orienteering Canada treasurer to send this out)