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OVERALL GOALS

- Sass Peepre Junior Camp (SP 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 major event (ECOC, 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 there is 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 this to COC website (Sass Peepre Camp webpage)
  - Add link to this on OC’s Junior Development webpage http://www.orienteering.ca/resources/junior-development/
  - Email it to participants at previous camps
  - Email it to HPP juniors (through HPP coach or committee), 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 registration. 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 a Head Coach who has relevant experience. The Head Coach will choose a Lead Coach for each LTAD group being formed. Camp Coordinator and Head Coach will recruit assistant coaches for each LTAD group. There must be at least one coach of each gender in each group (unless the group is all one gender).
• Recruit cooks, including a kitchen/base camp coordinator (unless catering is used)
• Book rental vehicle(s), if necessary, to ease transport stress (designate driver(s), arrange pick-up & return of vehicle)
• Collect names with contact info for adult volunteers (do not rely on locals)
  o camp coordinator/manager on site
  o Coaches: head coach, a Lead Coach for each LTAD group, assistant coaches
  o First aid person, preferably with medical background. NB if there will be more than one training location at any one time, there must be a designated first aider at EACH site.
  o Transport coordinator
  o Head cook, cooks
  o Drivers: Ask all volunteers who will have a vehicle and are willing to drive kids to training, and ask what’s the total number of available seat belts in that vehicle, including the driver.
  o Bedtime supervisors
  o General helpers

By 1½ months before camp:
• Create “Detailed Info” document (see Appendix B for sample)
  o Upload to COC’s SP Camp webpage using a link
  o Add a link on OC’s Junior Development webpage
  o 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….”
  o Send to all adult volunteers
  o Head coach to choose the Lead Coaches, and brief them
  o Prepare a camp Safety Plan (see Appendix N for sample)

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 (get advice from clubs if you don’t know the kids). Usually the groups are: Learn to Train, Train to Train – 1, Train to Train – 2, and Learn to Compete (from Orienteering Canada’s LTAD stages – refer to http://www.orienteering.ca/resources/long-term-athlete-development/ ).
• 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.
• Prepare driving instructions for drivers (between camp HQ and each training location, as well as nearest medical clinic and/or hospital for drop-in cases and emergencies)
• Send necessary info to kitchen crew and helpers (all food allergies, total numbers)
• Coordinator (or Head Coach) to send to all coaches, if available:
  o A training plan for all sessions
  o Other potentially useful info (see Appendices F, G, H and I)
  o 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 (ideally Camp Coordinator & Head Cook) must visit the accommodation/HQ in advance, and meet:
  o Person we will deal with during camp
  o Person responsible for handling our booking (if different)
• Check out training locations, driving directions, location of hospital, medical clinic, grocery stores, location of possible recreational activities (e.g. swimming)
• Ensure flags are hung for the first day’s exercises
• Meet Head Coach in person
• Meet Kitchen/Base Camp Coordinator in person

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); recruit a Registrar before initial info is prepared; ensure Registrar creates an online registration as well as a link on COC and OC websites, (or see Appendix C) and also promotes to HPP juniors, junior programs across Canada, and inquiries; recruit Head Coach (who should liaise directly with 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; prepare a camp Safety Plan (see sample in Appendix N) and send to Head Coach and all first-aiders ahead of camp.
(b) Coordinating role during camp: focus on duty of care, responsibility, knowledge of Safety Plan for this junior camp; bring necessary supplies (see Appendix J); ensure EVERYONE at camp knows all “housekeeping” rules right from the very beginning of camp (consider including info about Sass Peepre – see Appendix L); 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 Lead Coaches to each take a full participant list (i.e. all participant names, but no personal info) to EVERY training session, as well as Sign-in/Sign-out sheet (see Appendix K) 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 during or after camp; write a short camp report for Sass Peepre Committee.

Registrar – agree to have their contact info included on COC and OC webpages for the camp; create registration online (e.g. Zone4, through Orienteering Canada) or a form; note that as of 2016, health care numbers are NOT collected; receive all participants’ registrations; email confirmation once a registration is received; ensure that all participants under 11 years do have a parent volunteering full time at camp; once “Detailed Info” document (see Appendix B) is ready (1-2 months before camp) (a) post a link to it on COC’s SP camp webpage, and on OC’s Jr Dev’t webpage, and (b) 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 required forms such as Advisement of Administration of Medication (Appendix E) or “Governing Law & Jurisdiction Agreement for Non-residents of Canada” (see final appendix in the sample Safety Plan, Appendix N); 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 Camp Coordinator to recruit coaches; choose a Lead Coach for each coaching group and brief them ahead of camp; 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. Read the Safety Plan before camp.

(b) **Coordinating role during camp:** Meet Lead Coaches individually before camp starts. Holding a full coaches’ meeting before camp starts is impossible to accomplish, so consider distributing a “Coaches’ Binder” to all coaches, preferably in advance (see Appendices F, G, H & I). Ensure flags are hung in advance (including all flags for first day, before camp starts). 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 as necessary. Communicate with first aider(s). Designate handing 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 be a Lead Coach as well as coordinate overall coaching, but occasionally logistics can cause problems, so be ready to offload your group if necessary.

**Lead Coach:** Be in charge of one of the LTAD coaching groups (see Coaching Resources below). Be sure to communicate in advance of camp with both the Camp Coordinator and the Head Coach. Meet the Head Coach right before camp starts, to get up-to-date briefing on who your assistant coaches are, which juniors are in your group, and all the training session details. Find out details about the camp Safety Plan, relevant medical issues, allergies, and any part time assistants or juniors. Explore the coaching resources (in that section below) before camp. Collect all handouts about training themes, camp schedule, coaching group lists, sign-in/sign-out sheets from Camp Coordinator or Head Coach. Understand that you are responsible for the safety of all juniors & coaches in your group during training sessions. Use the Sign-in Sign-out sheet (see Appendix K) for every training session. Make each training session both fun and educational. Ensure that if your group has both genders, you have at least 1 of each gender among your coaches. Check with the Transport Coordinator re the driving plan for your group members each day. After the first training session, discuss with Head Coach if any juniors in your group need to switch groups. Attend any coaching meetings held during camp. Report any issues to Head Coach after each training session.

**First Aider:** Encourage good hygiene throughout camp – e.g. everyone is expected to wash hands before eating or handling food. Know which other camp volunteers have current First Aid certification. There must be a designated First Aider at every training location. Usually all groups go to the same location, but if not, a different designated First Aider must be at each location. Get the list of all medical concerns and allergies (for both juniors and volunteers) from Camp Coordinator. Know the location and driving directions to the nearest medical facility (which should be in the Safety Plan). Read the Safety Plan (get it from Camp Coordinator) before camp starts, and bring it to every
training session. Bring the following supplies to each training session: first aid kit, extra water for drinking, ice for sprained ankles, additional supplies as needed (e.g. soap/water/bowls for washing if poison ivy is in the area; supplies for treating heat related illness if hot weather is anticipated (see Appendix 2 under the sample Safety Plan in Appendix N of this document). If a minor requires medication to be administered during camp when the parent is not present, you must have the parent complete and sign the “Advisement of Administration of Medication” form – see Appendix E. If a non-resident of Canada (minor or adult) is taken to see a Doctor, they might be required to sign the form at the end of Appendix N (the last appendix in the sample Safety Plan).

**Kitchen/Base Camp Coordinator:** Decide on optimum #helpers, sample menu, sample budget, what’s required (pots, utensils, etc.)... get advice from Anne Teutsch. Obtain hard copy of the camp Safety Plan from Camp Coordinator, to keep on hand at HQ/kitchen throughout camp.

**Designated Local Contact Person** = the “go-to” local person who will feed relevant local info to Camp Coordinator and Head Coach, 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 (on behalf of Orienteering Canada) ahead of time if necessary; assist in setting up arrangements for arrival; be at the camp during the arrival of Camp Coordinator and participants. If unable to be at camp full time, 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.

**COACHING RESOURCES**

**Long Term Athlete Development (LTAD)**
This is Orienteering Canada’s Guide to athlete development, through 9 stages.

![LTAD Diagram](image)
Sass Peepre Camps usually organize the coaching in 4 groups, named after 4 of the 9 LTAD stages. For a summary of these stages, refer to one of the 2 links below and the relevant page numbers:

http://www.orienteering.ca/pdfs/LTAD_Orienteering.pdf is the 14mb version
http://www.orienteering.ca/pdfs/LTAD_Orienteering_5mb.pdf is the 5mb version

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Skills and Development Database - NEW IN 2019 – for Coaches!

The Skills and Development Database web platform is a website and set of online tools being developed by Orienteering Canada for coaches, instructors, and orienteers to learn more about how and when to learn the various skills to become a better orienteer. The website is https://skills.orienteering.ca/

Each LTAD stage will eventually have information and resources for the following skill and practice “domains”: Navigation Skills, Running Skills, Physical and Training Practices, Psychological Skills and Practices, and Life Skills and Practices.

The project is led by Jeff Teutsch with the major support of Orienteering Canada's Sass Peepre Junior Development Committee. This project started in fall 2015, and is still a work in progress. As of Jan 2019, only the first 3 LTAD stages (Active Start, Fundamentals and Learn to Train) are publicly accessible. Work has been done on the next 2 LTAD stages (Train to Train 1 and Train to Train 2) but if you wish to access this information, you will have to first register (using the “Register” button on the top right hand corner of the skills.orienteering.ca home page) and then email Jeff Teutsch at jeffeutsch AT gmail DOT com to request access. As of Jan 2019, no work has been done yet on the Learn to Compete stage or any higher stages.

Sass Peepre camp coaches should explore https://skills.orienteering.ca/ including:
Intro to LTAD https://skills.orienteering.ca/LTADStage/Intro
Learn to Train https://skills.orienteering.ca/LTADStage/Info/3

For access to info on Train to Train 1 and Train to Train 2, contact Jeff Teutsch.

FWOC “Beyond the Basics” coaching tips – see Appendix I below

ADVICE on camp planning (alphabetically by topic)

Bedtime: Allocate supervision for 12 & under. Allocate supervision for girls & boys, each night (at least one male and one female adult sleeping near participants to be on call overnight in case of illness or other unexpected problems). Occasionally, participants 17
& over have chosen to stay elsewhere, but don’t encourage this. Adult volunteers could perhaps stay elsewhere, but must inform the Camp Coordinator of their plans in advance.

**Driving:** ONLY use parents as drivers. NEVER use anyone under age 25. Driving must be coordinated PRECISELY – 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 Lead 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 (Tracy Bradley) 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](http://www.orienteering.ca/pdfs/policy/insurance.pdf) for information about Orienteering Canada’s insurance including how to request an insurance certificate and what info they need.

**Participants:** Split into (usually) 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 Lead Coach, 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 Lead Coaches after first training session whether any kids are in the wrong group.

**Participant lists:** Registrar brings to camp:
- a full list (3cc, with all allergies, emergency contact info etc) for Camp Coordinator plus Kitchen/HQ Coordinator plus Registrar;
- 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) – see Appendix K;
- 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 <13 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 N for a sample Safety Plan**

Ensure there is a reliable 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
Designate which/whose cell phone number will serve as the “main camp contact”.
Everyone should read the “General Guidelines for Safety in Orienteering” (see Appendix M).

Waivers
As of 2018, all juniors/participants and all volunteers have been required to sign
Orienteering Canada waivers. The current pdf versions of Orienteering Canada waivers
(one for minors and one for adults) can be obtained directly from Orienteering Canada’s
staff, Tracy Bradley. Both these waivers refer to an “Appendix A” which is a separate pdf
document called “General Guidelines for Personal Safety in Orienteering” (see Appendix M). So you need to get both waiver pdf’s from Tracy.

Whether or not registration is done online (e.g. using zone4), it is best to have an original
waiver signed on arrival at camp. However, if a participant is going to camp without
his/her parent(s), then such a participant must have his/her waiver signed and sent to the
Registrar by the parent in advance. Note that the waivers and the “General Guidelines for
Personal Safety in Orienteering” should be sent to participants’ parents along with the
detailed information, so they have a chance to read it all in advance.
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

2018 SASS PEEPRE
NATIONAL JUNIOR TRAINING CAMP
Whitehorse, Yukon, Aug 15-16
DETAILED INFORMATION

Please read this before you leave home! Especially the list of things to bring. 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) will coordinate the planning and logistics. Jen Mackeigan (Whitehorse) has local knowledge and is assisting Kitty. Margaret Barber (Calgary) will be managing the kitchen crew. We will have a volunteer first aid chief.

CAMP STARTS at Mt McIntyre Rec Centre on Wednesday, Aug 15

You must check in as soon as you arrive.
Lead coaches arrive by 8:00am to meet Kitty for briefing.
Assistant coaches arrive by 8:30am to meet their Lead Coaches for briefing.
Participants arrive between 8 – 9am, ready to start camp at 9:00am.
Kitchen crew arrive by 9:00 am to meet Margaret.

CAMP ENDS at Mt McIntyre Rec Centre on Thursday, August 16, at 5:00pm
PLEASE DO NOT BE LATE COLLECTING YOUR KIDS!

DIRECTIONS to Mt McIntyre Recreation Centre, 1 Sumanik Drive, Whitehorse

This Rec Centre houses the Whitehorse Cross Country Ski Club (WCCSC) facility, where we will be based. From the intersection of Highway 1 with Two Mile Hill Road and Hamilton Blvd, go west on Hamilton Blvd past the Canada Games Centre, and take the first right turn onto Sumanik Drive. Follow the orienteering signs from there.

Call Jen MacKeigan’s cell phone (867) 335-1139 if you are lost or delayed.

ASKING QUESTIONS

Up to Aug 12: Contact Kitty Jones by email or phone
Up to Jul 31 and then Aug 12 onward: Contact Jen MacKeigan by phone or email

Kitty Jones (in Calgary, Alberta): home phone (403) 282-5235  
cell phone (587) 894-5633 (text only)  
email kittyjones AT shaw DOT ca

Jen MacKeigan (in Whitehorse): cell phone (867) 335-1139  
email jamackeigan AT Hotmail DOT com

QUICK MEETINGS for volunteers

Details will be emailed to all volunteers in July and August.  
The Lead Coaches will meet with Kitty immediately before camp starts, at 8:00am. Then these 4 leaders will meet their Assistant Coaches at 8:30am to brief them on the coaching plans. This is really tight timing, so please try to be on time or early!  
Margaret will meet the kitchen crew at 9:00am the first day.  
A coaches’ meeting will take place after training on Aug 15, either late afternoon or evening.

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.

FEES

All participants and volunteers at camp must be a member of a recognized orienteering club in any country that is a member of the International Orienteering Federation.

The camp fee must be paid online when you register:  
https://zone4.ca/register.asp?id=17552&lan=1&cartlevel=1

Early bird fee (before May 1): $75, or $55 for a sibling  
Regular fee (May 1-June 30): $95, or $75 for a sibling  
Late fee (July 1-31): $115, or $95 for a sibling

Registration CLOSES at midnight on July 31, 2018

$25 of your fee is non-refundable.  
Consider contacting your own club for a subsidy.

ACCOMMODATION

Everyone is staying at the Whitehorse Cross Country Ski Club facility within the Mt McIntyre Recreation Centre, 1 Sumanik Drive, Whitehorse. All junior participants will be sleeping on the floor here, with some designated adult supervisors overnight.
Adult volunteers are welcome to sleep on the floor as well, but you’ll likely get a better sleep elsewhere. If you choose that option, you’ll need to inform Kitty what time you’re leaving on Aug 15 and returning on Aug 16.

Wifi is available at the Rec Centre.

**TRAINING**

Participants will be driven to the training areas in volunteers’ cars. Training sessions will be on maps at *Mt McIntyre Rec Centre* and the Whitehorse vicinity.

**CAMP SCHEDULE (tentative)**

We often fine-tune the schedule as we go, so check frequently the up-to-date schedule posted in a prominent place at the *Whitehorse Cross Country Ski Club*.

**Wednesday, Aug 15**

- **8:00am** Lead coaches arrive at *Mt McIntyre Rec Centre* to meet Kitty
- **8:30am** Assistant coaches arrive to meet their Lead Coaches
- **8:00 – 9:00** Participants arrive, check in, unload luggage
- **9:00am** Kitchen crew arrive to meet Margaret
- **9:00 – 10:00** Welcome, introductions & instructions for the day
- **10:00 – 12:30** Training session #1 at Mt McIntyre trails map (no driving)
- **12:30 – 1:30 pm** Lunch at *Whitehorse Cross Country Ski Club* (bring your own packed lunch!)
- **1:30 – 2:00** Drive in coaches’ cars to Training session #2
- **2:00 – 4:00** Training session #2
- **4:00 – 4:30** Return to *Whitehorse Cross Country Ski Club*
- **4:30 – 6:00** Free time/swimming pool/shower
- **5:00 – 6:00** Coaches’ meeting
- **6:00 – 7:00** Supper
- **7:00 – 8:00** Presentation by Emily Kemp “Life Skills for Orienteers”
- **8:00 – 8:15** Group photo & snack
- **8:15 – 9:15** JWOC presentation
- **9:15 – 10:00** Stretching/Relaxation
- **10:15** Lights out, Quiet

**Thursday, Aug 16**

- **7:00 – 8:00 am** Pack personal gear
- **8:00 - 9:00** Breakfast & make packed lunch
- **9:00 – 9:30** Instructions for the day
- **9:30 – 10:00** Drive in coaches’ cars to training area
- **10:00 – 12:00** Training session #3
- **12:00 – 1:00 pm** Lunch either at training #3 or #4
- **1:00 – 1:30** Drive in coaches’ cars to training area
1:30 – 3:30  Training session #4
3:30 – 4:00  Drive back to Whitehorse Cross Country Ski Club at Mt McIntyre Rec Centre
4:00 – 5:00  Presentation: how to prepare for NAOC/COC competitions
5:00  Parents collect participants – PLEASE do not be late!

SAFETY AT TRAINING SESSIONS

All participants will sign out as they leave the cars to start each training session, and everyone will sign in when they return to the cars after each training session. One volunteer will be assigned for each training session to monitor this, to ensure that everyone returns safely from the forest. A first aid kit will be taken to every training session. Whitehorse General Hospital is modern and it’s relatively close to all camp facilities and training sessions. All volunteers will know the hospital location. There is also the Klondyke Medical Clinic (302 Ogilvie Street, Whitehorse) which is even closer to Mt McIntyre Rec Centre than the Whitehorse Hospital. There is cell coverage at all training maps.

HAZARDS

The Yukon is a wilderness environment, with wild animals such as bears, foxes, coyotes and wolves, and stinging/biting insects. Participants are unlikely to encounter wildlife while orienteering, but it is possible. Information about being in bear country will be provided at camp. There are some plants with thorns. In the Whitehorse area, there are no poisonous plants in terms of skin contact, but there are some poisonous plants if ingested. There are no snakes.

SWIMMING

There is a swimming pool in the Canada Games Centre adjacent to the Rec Centre. We might take participants there after training on Wednesday or Thursday afternoon, to be decided at camp. If you are under 18, your parent must sign the questionnaire for participants, to give permission for you to swim, in case we actually do go to this pool.

EMERGENCY PHONE

The emergency cell number for use during camp is Jen’s cell phone (867) 335-1139. Please phone us ONLY if absolutely necessary. Do NOT phone just to check up on your child!

MEALS

The first food we supply will be supper on Wednesday, Aug 15. You must bring your own lunch and snacks for Wednesday, Aug 15. Volunteers will be preparing supper on Wednesday, as well as breakfast on Thursday. You will pack your own lunch and snacks for Thursday right after breakfast that day, using supplies provided.

Please let Kitty or Margaret know if you have special food requirements (e.g. allergies, vegetarian) ASAP, if you have not already specified this when you registered online.
Remember to pack extra liquids for training sessions, as the weather can be hot.

**INSECT REPELLENT & SUNSCREEN**  
Feel free to bring your own repellent and sunscreen, especially if you have specific allergies for any products.

**CAMP T-SHIRT**  
In 2017, we gave out a red camp T-shirt to participants and volunteers. If you were there, please bring that T-shirt! There are some left over shirts which we’d like to give to those who did not attend the 2017 camp. If you have grown out of yours from last year, please consider bringing it to pass on to someone else. Child sizes are S, M or L. Adult sizes are S, M, L or XL.

**WEATHER**  
Temperatures in August in Whitehorse can range from 7°C to low 20’s°C, with total precipitation of 21.8 mm. The Yukon is a mountainous area, and the weather can change quickly. Rain is possible. Insect repellent could be necessary (we will have extra). Sunscreen will be necessary. Sunrise will be 6:12am. Sunset will be 9:56pm. The warmest part of the day is in the afternoon. Fall also likes to start early up here so make sure you are prepared for the brisk mornings.

**O-STORE**  
The O-Store will be at camp this year. If you wish to purchase orienteering gear before camp, here’s their website: [https://www.o-store.ca/](https://www.o-store.ca/)

**WHAT TO BRING (mark your name on everything)**  
Your lunch and snacks for the first day (substantial!)  
Sleeping mattress or foamie  
Sleeping bag  
Pillow  
BYO plate, bowl, cup, knife, fork spoon (for supper and breakfast)  
Daypack, large enough to carry gear & water bottles to training sessions  
Water bottles (at least 2 litres; more if you drink a lot)  
Toiletries  
Towel  
Shoes, at least 2 pairs: orienteering shoes, runners, or light hiking boots. Shoes with metal spikes are not permitted. Shoes with carbide tips may be used for training sessions. Sandals (optional)  
Orienteering clothes: O suit, or T shirt & lightweight long pants- full leg covering is recommended  
Other clothes: shorts, extra T shirts  
Red T-shirt from 2017 camp, if you were there (if it is too small now, bring it to donate to someone else)  
Socks: at least 4 or 5 pairs  
Underwear
Pyjamas
Rain gear
Swimsuit (in case we decide to go to the Canada Games Centre pool)
Cool weather gear (just in case: e.g. sweatshirt, sweatpants, fleece)
Sun hat
Sun screen
Sunglasses (optional)
Insect repellent (we will have some but bring your own if you prefer)
Whistle
Watch (or other time-keeping device to carry during training sessions)
Compass
Band-aids, moleskin, personal first aid (NB we will have a first aid kit)
Personal medications if necessary
Small entertainment items such as a book, cards
Pen, pencil, some writing paper

What NOT to bring:
Please do not bring electronic devices. There will be too much else to do!!
Also, do not bring any valuables such as jewellery or money.
No electronic timing at camp training, so store your SI stick safely as you will need it for the competitions after camp.
A. **APPENDIX C: SAMPLE REGISTRATION FORM** if not offering online registration. (Since about 2014, we’ve used zone4 for online registration. A template of the most recent version can be obtained from Kitty Jones.)

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/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

Page 1 of 2
Permission to be driven by camp volunteers: I hereby give permission for my son/daughter ________________________________ to be driven in a rental van, or in cars owned and driven by volunteer adults acting as coaches and helpers during the 2012 Sass Peepre National Junior Training Camp, August 14-16.

Personal cars and a rental van will be used to drive participants and coaches from the accommodation in Strathcona Wilderness Centre to and from the orienteering map.

<table>
<thead>
<tr>
<th>Parent Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness</td>
<td>Date</td>
</tr>
</tbody>
</table>

Please send this form to: (Registrar) at address…. home phone….. email…..
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.
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.
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.
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)
Sign in Sign out forms: see sample in Appendix K (2cc per group of juniors: 1cc for Lead Coach, 1cc for Head Coach)
Camp Safety Plan: Bring hard copies: 1 for Camp Coordinator, 1 for Kitchen/HQ, 1 for each First-aider
“General Guidelines for Safety in Orienteering”: bring hard copy to post on a wall
Appendix K  Sample “Sign in Sign out” Form

<table>
<thead>
<tr>
<th>Age</th>
<th>Wednesday MORNING</th>
<th>Wednesday afternoon</th>
<th>Thursday MORNING</th>
<th>Thursday afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>sign-in</td>
<td>sign-out</td>
<td>sign-in</td>
<td>sign-out</td>
</tr>
<tr>
<td>7-8</td>
<td></td>
<td></td>
<td>sign-in</td>
<td>sign-out</td>
</tr>
<tr>
<td>9-10</td>
<td></td>
<td></td>
<td>sign-in</td>
<td>sign-out</td>
</tr>
<tr>
<td>11-12</td>
<td></td>
<td></td>
<td>sign-in</td>
<td>sign-out</td>
</tr>
<tr>
<td>13-14</td>
<td></td>
<td></td>
<td>sign-in</td>
<td>sign-out</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of Juniors & Coaches

**Gender**

- **M**: Male
- **F**: Female

**Lead Coach**

- [Name]

**Assistant Coach(es)**

- [Name(s)]

**Train 1**

- Train Number:

- Date:

- Time:

- Location:

- Notes:
Alex "Sass" Peepre, a youth sports leader in Estonia, came to Canada with his family via Finland and Sweden, where, after the war he learned about the sport of orienteering. During his early days in Canada he organized basic orienteering events at youth and scout camps using topographic or simple hand-drawn black and white maps. In the mid-1960s, competitive orienteering got a big push when orienteering was taught at the national track and field coaches clinics held at the University of Guelph. Along with Britain's John Disley, Sass introduced many of the early Canadian orienteering leaders to the sport.

In 1966, Sass observed the first World Orienteering Championships in Finland, bringing that experience home to organize the first Ontario Championships near Guelph in 1967, and later, with Bob Kail, the 1969 Canadian Championships. During these early days Sass organized orienteering clinics across Ontario, the Maritimes, in BC, and even for the US Marines out of Quantico. He also co-organized the first US Championships in 1970, in Carbondale Illinois. Sass was meet director for the popular annual Guelph Spring Festival orienteering as well as many high school and university events.

Sass was a founder of the orienteering association in Ontario, and also the COF, where he later served as President from 1974-1976. In 1974, pursuing his passion for leadership training, he organized the First National Orienteering Leadership Clinic at the University of Guelph.

Sass Peepre died in 1976. He is remembered for his endless enthusiasm in spreading the word about orienteering, and for his dedication to leadership and youth training. He has been called the Father of Canadian orienteering.
Appendix M  General Guidelines for Personal Safety in Orienteering
An appendix referred to in Orienteering Canada’s waivers

GENERAL GUIDELINES FOR PERSONAL SAFETY IN ORIENTEERING

1. I agree that is my sole responsibility to act and govern myself in a manner that is safe for me and all others at orienteering events.

2. Before heading out on a course, I will know what the safety bearing is, or ask the organizers if it is not posted or listed on the map/control descriptions.

3. Should I become disoriented or lost, I will set my compass and follow that bearing to a recognizable landmark.

4. I agree to take a compass to assist in my navigation.

5. I agree to carry a whistle for my safety, if demanded by the course organizer.

6. When appropriate, I agree to wear long sleeves, full body covering, sturdy shoes, suitable ankle taping or protecting, gaiters, eye protection which is appropriate for the terrain, vegetation, and weather.

7. I agree to ensure I have the correct map and control descriptions for my desired course. I have discussed the suitability of my chosen course level with the organizers, if I am at all unsure of the difficulty of the course.

8. I agree to interrupt my event and come to the assistance of any person who has blown their whistle repeatedly or made calls of distress.

9. I agree to always report to the finish to have my name recorded as checked-in, to avoid unnecessary searches for me.

10. The possession of an orienteering map does not automatically guarantee access to the land. I agree to ask permission, if using a map outside of a sanctioned event. It is the responsibility of the organizers of events to ask for permission to use the land for any event conducted under the auspices of Orienteering Canada.

11. As a guideline, a map may not accurately represent all features found currently in the terrain. This could be due to man-made changes or nature-caused changes. It is my responsibility to use my own judgement as to what are safe areas, safe routes, and safe conditions and to avoid any of them if I consider them unsafe.

12. I agree to strictly avoid any areas which are marked as “out of bounds” on the map. On a sprint maps and maps of developed areas, the out of bounds will include any areas coloured in olive green. These areas could include flower beds, parks service yards, and some playing fields. On forest orienteering maps the out of bounds areas will include those marked with red “hatched” lines, un-crossable fences or un-crossable walls, un-crossable cliffs and rock walls, and un-crossable ponds, lakes and rivers.
APPENDIX N: Sample Safety Plan

Safety Plan 2016
National Junior Training Camp
Based at Camp Jubilee
Near Cochrane, Alberta

Status

This page gives the current status of this document and any safety issues relating to specific camps.

<table>
<thead>
<tr>
<th>Date</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2012</td>
<td>Prepared by Kitty Jones, based on the 2011 Barebones Safety Plan (created by Adrian Zissos with assistance from Dr. Christin Lundgren and Dr. Gabrielle Savard) and the 2012 WCOC Safety Plan (revisions by Dr. Gabrielle Savard).</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>Prepared by Kitty Jones with changes based on 2015 (Maritimes) COC Safety Plan drafted by Harold McQuade, New Brunswick</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>Prepared by Kitty Jones with changes based on previous Sass Peepre Camp experience as well as the 2016 COC Safety Plan drafted by Dr. Gabrielle Savard et al, for COC events at Rafter 6 and Canmore Nordic Centre</td>
</tr>
</tbody>
</table>
Sass Peepre National Junior Training Camp  
Tuesday, July 26, 2016, noon – Thursday, July 28, 1:00pm

Safety & Emergency Action Plan

Emergency Services Contact
Emergency services will coordinate any required emergency services such as EMS, RCMP, search and rescue, or forest fire response.

<table>
<thead>
<tr>
<th>Camp Jubilee, Girl Guides facility</th>
<th>Emergency contacts within camp:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range Road 42</td>
<td>Kitty Jones, coordinator, cell</td>
</tr>
<tr>
<td>51.178757,-114.483672</td>
<td>Anna Fichman, first aid, cell</td>
</tr>
<tr>
<td>Located at the SE corner of the</td>
<td>Marsha Fehr, registrar, cell</td>
</tr>
<tr>
<td>junction of Hwy 22 and Bow River.</td>
<td>Meghan Rance, head coach, cell</td>
</tr>
<tr>
<td>Wifi/internet not available at camp,</td>
<td>Alberta Health Services Health Link, call 811</td>
</tr>
<tr>
<td>but available in Cochrane about 2km away.</td>
<td>Available 24/7 for advice</td>
</tr>
</tbody>
</table>

Training Maps:

Tuesday afternoon: Moose Creek, at Jumping Pound Demonstration Forest, South Loop, off Highway 68 51°01’56.7”N 114°48'33.4”W

Wednesday: Elbow Bluffs and Camp Horizon (junction of Highway 66 and Elbow River) and Aspen Creek (eastern edge of Kananaskis Country, adjacent to Aspen Creek hamlet, entrance gate at west end of Township Road 222A)
Elbow Bluffs 50°54’05.0”N 114°41’18.9”W
Camp Horizon 50.907335,-114.659432
Aspen Creek 50°51’57.7”N 114°33’19.1”W

Thursday:
Camp Jubilee (location above)
Backup: Redwood Meadows (based at Redwood Meadows House) 50°59’17.9”N 114°30’09.4”W

Closest Medical Services for Camp Jubilee and all training sessions:

For non-life-threatening services:
Cochrane Community Health Centre
60 Grande Blvd, Cochrane
51.184655,-114.473373
_________________________ (switchboard)
Open 8am – 10pm, 7 days a week
Paramedics at adjacent firehall.

For life-threatening services:
Call 911
They would transport to Calgary: Alberta Children’s Hospital or Foothills Hospital or Rockyview Hospital or South Health Campus
Red pin: Camp Jubilee
Yellow pins: training sessions

Blue pin: Cochrane Community Health Centre
Camp Jubilee on Range Road 42 (SW corner of above map)
General

1. Orienteering is an outdoor activity that carries a risk of personal injury due to natural and man-made hazards, animal encounters and environmental conditions. While the participants and their parents acknowledge these risks (Appendix 5: “Informed Consent and Assumption of Risk Agreement”), the organizers of orienteering training camps develop a detailed safety plan that covers how to reasonably minimize these risks and what to do in case of participant injury or if a participant is overdue.

2. The plan should provide sufficient details for specific actions and responsibilities to prevent the situation from becoming worse. The key to this plan is the ability to have rapid communication with emergency services in the area.

3. In the event of an incident where legal action is taken, our best defense is to demonstrate that organizers exercised “due diligence”. This is “…the level of judgment, care, prudence, determination, and activity that a person would reasonably be expected to exercise under particular circumstances.” A judge or jury would consider whether the incident was “foreseeable” (could a reasonable person have foreseen that something could go wrong?); “preventable” (was there an opportunity to prevent the incident?); and “controllable” (who was the responsible person and what could they have done to prevent the incident?).

Program

- Expected number of participants: 35-45 youth ranging in age from 10 years to 19 years, of all levels of fitness
- Expected number of volunteers: 20-30 adults ranging in age from 24 years to 65 years including coaches, cooks, drivers and supervisors
- This is a national event and the majority of participants and volunteers are from Canada and are all expected to speak very good English.
- The camp will be based at a Girl Guide facility, Camp Jubilee, which is on the south edge of Cochrane, AB, on Highway 22. All participants and volunteers will be staying overnight at this facility.
- Each training session will be a maximum of 2 hours.
- The training sessions will take place at the following locations:
  a) Moose Creek O map, Jumpingpound Demonstration Forest, south Loop, off Hwy 68 51°01'56.7"N 114°48'33.4"W
  b) Elbow Bluffs O map, parking on north side of Allen Bill Pond on Hwy 66, SW of Bragg Creek 50°54'05.0"N 114°41'18.9"W
  c) Camp Horizon, on Connop Creek O map, on Hwy 66 east of Allen Bill Pond 50.907335,-114.659432
  d) Aspen Creek O map, on E edge of K-Country, entrance gate at W end of Twp 222A. 50°51'57.7"N 114°33'19.1"W
  e) Camp Jubilee 51.178757,-114.483672
  f) Backup location is Redwood Meadows on Hwy 22 N of Bragg Creek 50°59'17.9"N 114°30'09.4"W

Camp Organizers / Key Officials

1. The Camp Coordinator is Kitty Jones (cell______). During Camp, she will be available at Camp Jubilee and the training sessions.

2. The Camp Safety Chief is Kitty Jones, unless she delegates this responsibility to another adult volunteer. This includes ensuring that a first aid kit and extra water are at every training session, and coordinating a search if necessary.

3. Other organizers (with their mobile phone number in brackets) are:
   a) Anne Teutsch, head cook (cell______)
   b) Marsha Fehr, registrar & coach (cell______)
   c) Anna Fichman, Medical Lead (first aider) (cell______)
   d) Meghan Rance, Head coach (cell______)

4. The 4 coaching groups will each have a Coaching Leader. During the training sessions, these 4 people must carry a cell phone and bear spray. They must know how to use the bear spray. They should keep a copy of this Safety Plan in their car, as well. Each Coaching Leader will be
responsible for overseeing the safety of their coaching group during each training session, including knowledge of the first aid kit and extra water, bringing a list of names in their group (including participants and coaches) in the form of a sign-in/sign-out list, leaving the first aid kit and water and lists in an accessible location at the start/finish, monitoring the safe return of all participants, handling an overdue person, assisting the Safety Chief in coordinating a search if necessary, and dealing with any other safety related issues during their training session.

**Pre-Event Planning**

1. As a matter of courtesy, camp organizers may contact in advance the various emergency facilities serving the jurisdictions where the camp is to be held, providing the following information: Event date; Expected number of participants; Training site location(s) (including a map showing assembly/parking areas); Contact name and number (including cellular phone number); A copy of the Junior Training Camp Safety Plan, if requested.

2. The following parties will also be informed of the details of the events: N/A at this camp.

3. The organizers will check with any relevant authorities (e.g. park staff) before the event to determine if any area and/or trail closures are in effect in the training area(s).

**Communication during the Junior Training Camp**

1. Various personal cell phones. However, there is uncertain coverage at camp and all training locations this year.

2. The following individuals (at least) will carry cell phones:
   a. **At all times in the day and overnight**
      i. Kitty Jones cell____
      ii. Anne Teutsch cell____
      iii. Marsha Fehr cell____
      iv. Anna Fichman cell____
   b. **At each training session:** the 4 Coaching Leaders, including Meghan Rance, Kitty and Anna.
   c. **In the event of a search after a training session**
      i. Each search group will take a cell phone (or a radio if available).

3. The following safety information will be presented to all camp participants, coaches and volunteers at the beginning of camp:
   a. Roles of Camp Coordinator, Safety Chief, Coaching Leaders
   b. Which adults at camp have medical or first aid experience
   c. Location of first aid kit at accommodation and at training sessions
   d. Importance of personal and kitchen hygiene
   e. Information about Heat Illness and Hypothermia (whichever is relevant)
   f. Information about local wildlife and general advice about preventing encounters
   g. Information about other local safety issues (e.g. poison ivy, dangerous cliffs, ticks and how to remove them, etc).
   h. Importance of:
      i. being aware of maximum time for training sessions,
      ii. reporting to finish and signing in at end of each session,
      iii. awareness of safety bearing
      iv. carrying a whistle and watch when training

4. All volunteers who are either in key roles, or are first aiders/nurses/doctors will be told about the Safety Plan in advance.

**First Aid / Medical Emergency**

1. The First Aid kit will be situated (but not manned):
   a. at the site of the overnight accommodation and
   b. at an accessible location at the start area of each training session (NOT in a locked vehicle).
2. For any medical incident (minor or major), there should be a person acting as Medical Lead. This person would call an ambulance, if required. The Medical Lead should work with the Camp Safety Chief if possible. The Coaching Leader(s), an adult camp coach or volunteer with medical experience could also be recruited to assist.

3. All minor injuries (cuts, scrapes, sprains, etc) are to be treated on site. There is generally no requirement to contact the emergency services for minor injuries, although this will be left to the discretion of the Medical Lead. Adult volunteers (over age 25) may be asked to transport an injured person to a nearby medical clinic.

4. All major injuries (including fractures, breaks, dislocations, serious puncture wounds) should be taken to Cochrane Community Health Centre, or a hospital in Calgary (Alberta Children’s, Foothills, Rockyview or South Health Centre). Life-threatening injuries will require the rapid involvement of EMS with possible evacuation to a health care facility in Calgary. The appropriate Ambulance Service will be contacted by phone and notified of the seriousness of the injury.

5. All significant treated injuries should be documented on a form (Appendix 4: Training Camp Injury Report Form/Treatment Log) and kept by the Safety Chief.

6. **For a minor who needs medication to be administered by a camp volunteer**, the “Advisement of Administration of Medication” form must be completed and signed by a parent before camp starts. (See form at end of this document.) The Medical Lead must be aware of this.

7. **For non-residents of Canada**, a medical treatment consent form, entitled “Governing Law and Jurisdiction Agreement for non-Canadian residents” (sample at the very end of this document) needs to be signed before any medical treatments are instituted. For this camp, the blanks must be filled in with “Province of Alberta”. Copies of these forms will be available at noon July 26 at the beginning of camp, and during camp. It must be signed by a parent and a witness, for anyone under age 18 who is not a resident of Canada.

**Overdue Person**

1. **Prevention**: Participants & coaches will be told
   a. the safety bearing on their map
   b. a maximum allowed time to report to the finish
   c. the serious implications of not reporting to the finish within the maximum allowed time
   d. how to prepare for and cope with extremely hot (Appendix 2) or cold (Appendix 1) weather

2. **Identification of overdue competitors**
   a. When a participant or coach is overdue by more than 30 minutes past the maximum allowed time, a Coaching Leader is to be notified. After an initial assessment, he will consult with the Safety Chief.
   b. If friends or relatives of an overdue person express concern, the Coaching Leader and Safety Chief are to be notified. Under no circumstances are they allowed back onto the course to search (see below). They will be reassured, and informed of the process that is being followed. They should stay until the overdue person has been found.

3. **Determining if a search is necessary**: The Coaching Leader or Safety Chief will:
   a. try to locate the person in the finish area
   b. ensure that no uncoordinated searching begins.
   c. gather information about the overdue person to assist the search (consulting other participants and coaches about possible sightings and status)

4. **Initiating a search**
   a. When a competitor is overdue by more than 60 minutes past the maximum allowed time (or a maximum of 2 hours after the person is reported missing, or at the discretion of the Safety Chief), the **Safety Chief or Coaching Leader** will announce an organized search, and will discourage any unorganized searching. Available searchers will be assembled and instructed about search procedures. The importance of teamwork and communication will be emphasized.
   b. A controlled search may include:
      i. searching parking areas, washrooms, other nearby facilities, start / finish areas
      ii. driving cars on the roads bounding and crossing the map.
iii. sending experienced orienteers on the missing person’s course or to sweep a specific area of concern.

5. **Calling in Emergency Services**
   a. After an initial organized search, or at any time the Safety Chief deems it necessary, Emergency Services will be contacted for assistance in Search & Rescue.
   b. The decision to request Emergency Services may include the following factors:
      - age, health, experience of the participant
      - length of time the person is overdue
      - last seen location of participant
      - weather conditions
      - amount of daylight left
      - nature of the terrain
   c. The Emergency Services will assume responsibility for the search once they arrive on site.

**Reducing Risk of Encounters with Large Wild Animals**

1. Information about bear safety will be given to all participants and volunteers at the very beginning of camp, during the welcome and introductions. They will be reminded of the possibility of encounters with wild animals, as appropriate to the area in question. They will be encouraged to be watchful, to maintain distance, and to alert others (both in the area of the encounter, and once the training session is finished) of potential danger.

2. Almost all participants and volunteers are registered for WCOC (July 23-25) and/or COC (July 30 – Aug 1) events, and therefore will have had the opportunity to read the bear safety information in their registration package and on the website [http://www.coc2016.ca/bear-spray.html](http://www.coc2016.ca/bear-spray.html).

3. All minors (and their parent/legal guardian) registered for this camp must sign the “Informed Consent and Assumption of Risk Agreement” (see Appendix 5) for this camp, which describes the risks and releases liability.

4. None of the camp training sessions are in the Bow Valley. The camp training sessions are in bear country, but are not subject to the pressures in Bow Valley that have caused the COC requirement for adults to carry bear spray.

5. The younger coaching groups will generally be in the forest as a group with their Coaching Leader, or in pairs, not as individuals.

6. The older coaching groups will stay in a compact area for each session, doing short loops with one central point, thus allowing optimum proximity to the adult coaches.

7. All participants must carry a whistle to be used only in the event of an emergency. Everyone will be encouraged to make noise as they travel through the forest.

8. All adult coaches will carry bear spray and will know how to use it. Canadian Law prohibits the sale of bear spray to anyone under age 18. However, a parent or legal guardian may agree to have their child carry bear spray. If any minor does carry bear spray during any training session at this camp, both the minor and their parent must agree (in the “Informed Consent and Assumption of Risk Agreement”) to educate the Participant about how to use it. Research shows that one of the most effective strategies for avoiding a negative encounter with the larger wildlife, especially bears, is carrying bear spray and knowing how to use it.
**Actual Sightings or Encounters with Large Wild Animals**

1. If potentially dangerous animals are known to be in the area immediately prior to the Training Camp, the Safety Chief and Coaching Leaders will decide whether the training session should proceed.
2. If a participant reports back (location & nature of encounter) to the start/finish area about an animal sighting or encounter, any other participants waiting to start will be warned so they can decide whether to go out on the course.
3. It may not be practical to contact the participants who are already out on the course. General advice for participants is to be watchful and stay as far away from large wildlife as possible.
4. Confirmed encounters with large animals will not necessarily mandate closure of the training session. Coaches will consult with the Safety Chief and Coaching Leader(s) as to appropriate action.

**Natural Disaster**

1. Natural disasters such as floods, forest fires, or severe storms may happen with little notice. The Coaching Leader(s) and/or the Safety Chief will take appropriate action, which may include cancellation of the training session, and will contact Emergency Services for guidance and assistance if necessary.
2. The Safety Chief or Coaching Leaders will have lists of all participants who have started and finished in order to determine everyone’s location. Depending on the situation, the organizers will either wait for all participants to report back and leave, or will provide information to emergency agencies.
3. If event cancellation or evacuation of the area is required, every effort will be made to communicate with participants to ensure understanding of any changes required for their safety.

**Fire Safety**

Risk of a forest or grass fire may exist. Smoking is not permitted during training sessions. If there is a fire ban in the area, there will be no campfires. Vehicles will remain in designated parking areas.

**Event Specific Issues**

Camp organizers will comply with rules of Camp Jubilee.

Prepared by Kitty Jones,

a. July 2012, with assistance from Dr. Gabrielle Savard.
b. August 2015, with information from Harold McQuade.
c. July 2016, with reference to the 2016 COC Safety Plan (prepared by Dr. Gabrielle Savard).
Appendix 1: Hypothermia

**What it is**
- A general cooling of the body’s core temperature
- Exacerbated by wetness, wind and weariness

**Symptoms**
- Shivering, but may not be noticeable when someone is still moving b/c muscle activity may obscure.
- The 5 “umblings” fumbling, mumbling, bumbling, stumbling and grumbling – erratic movement, slurred speech and irritability
- Elevated metabolic rate; i.e., pulse, respiration, bp, caloric demand, but insufficient to produce heat
- Apathy – person doesn’t care enough to help themselves.
- Denial

**Treatment**
- Stop physical activity
- Remove wet clothing
- Shelter from wind and place a mattress under victim
- Warm the victim with blankets, mitts, jacket, hat, fire. Huddle to share body heat.
- Feed warm drinks
Appendix 2: Heat Illness

HEAT ILLNESS CHECKLIST FOR JUNIOR CAMP ORGANIZERS

In addition to the other responsibilities of an organizer, the following is required when the local forecast of the heat stress index (dependant on temperature and humidity) exceeds the level of moderate.

Organizers should ensure all participants have properly completed and signed waivers before participants are allowed to participate.

Specific actions are required to minimize the likelihood of heat illness:

- Copy and distribute to each participant, an Orienteering Canada-supplied orienteer’s heat illness document of no more than 2 pages.
- The organizers shall prominently display at least 1 such Orienteering Canada-supplied document throughout the camp at the overnight accommodation location. The content of this document shall be presented to everyone at camp before any training starts.
- Water and/or sports drink shall be brought by each individual, and shall be immediately available to participants at the finish.
- On days when the daily heat stress index is forecast to exceed moderate, in addition to any other water requirements, each course shall have a water station located along a major catching feature that is within a reasonable distance of a route that would likely be run by competitors. A single water station may service more than one course.
- Organizers are encouraged to consider rescheduling the time or date of an outdoor training session or canceling entirely, to avoid extremely hazardous conditions.

Organizers must be prepared to deal with heat-related illness when it occurs. There must be sufficient, adequately trained personnel and equipment including:

- A digital thermometer or equivalent
- A child’s inflatable pool or equivalent ‘tub’ shall be in place which may be filled with adequate water and ice to immerse suspected heat stroke victims.
- Access to rapid transport to a medical facility
HEAT ILLNESS PREVENTION CHECKLIST FOR ORIENTEERS

Heat illness (heat exhaustion, heat stroke) can strike with little warning. Susceptibility to heat illness varies according to the individual.

Risk Factors:
- History of heat illness
- History of chronic illness (even if controlled)
- Current illness (e.g. flu, sunburn)
- Heat stress index (depends on temperature and humidity)
- Fatigue
- Improper hydration (too little, wrong time)
- Poor fitness
- Young age (children have less developed defence mechanisms)
- Multi-day exposure to heat stress.
- Diet supplements such as aphedria and some antihistamines.
- A “finish at all costs” attitude.

Orienteers should take the actions necessary to keep the heat stress level within their tolerance capabilities.

Risk Reducers:
- Hydrate numerous days before the event (starting the night before is inadequate).
- Consume proper foods by type and amount
- Get proper rest
- Replenish your fluids regularly from the water stops on course (if available)
- Acclimatize yourself to the heat/humidity at least a week before the event
- Be fit upon arrival at the event.
- Wear a head covering
- Carry and use your own fluid replenishment supply.
- Modify your pace to suit the environmental and personal conditions. Don’t start if conditions are too hazardous for you.
- Rehydrate immediately after the event, that night, and the next day.
- Replenish your electrolytes after the event by drinking sport drinks and eating fruits and vegetables.
- Be aware that your susceptibility to heat illness increases as the days of exposure continue.
- On the course be conscious of your physical and mental condition. For example, if you feel 'punchy' or dizzy when raising your head:
  - Stop immediately;
  - Get under shade;
  - Drink.
Appendix 3

Training Camp Incident Report Form

1 – Incident: ____________________________  Time/ Date: ______________________

2 – Reported by: _________________________ Time/Date: _______________________

3 – Initial Response by: ___________________  Time/Date: ______________________

4 – Nature/Type of Incident: ________________________________

5 – Action(s) taken: ____________________________________________

6 – Location / Site of Incident and responses: ____________________________

7 – Name(s): of victims/patients (Age, Gender, Condition, Contact info’): Total # involved: __________

8 - Further Response by / and Actions taken: ____________________________
9 – Incident Details:
Description (What happened): ____________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Presumed Cause: _______________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Other Factors/Details: _________________________________________________
_____________________________________________________________________
10 – Witnesses (Name, address, phone #, how involved)
1 - ________________________________________________________________
_____________________________________________________________________
2 - ________________________________________________________________
_____________________________________________________________________
3 - ________________________________________________________________
_____________________________________________________________________
11 – Incident Report Form Completed by:
Name ________________________________________________________________
Address __________________________________________________________________
Phone # ___________________________ e-mail ________________________________
Role at Camp _________________________________________________________
*If victims/patients require medical treatment please complete a Injury Report Form*
*Attach additional pages as required.*
APPENDIX 4: ORIENTEERING TRAINING CAMP
INJURY REPORT FORM / TREATMENT LOG

Name: ___________________________  Country of Origin: ___________________________

Date: _____/_____/______  DOB (mm/dd/yy): _____/_____/_____  Age: _______

Sex: Male / Female

Contact (local address): ____________________________  Contact Phone #: __________

Venue: ____________________________  CIRCLE: Participant / Coach / volunteer
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<th>Type of Activity at Time of Injury</th>
<th>Past Medical Conditions</th>
<th>Treatment Given</th>
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<td>□ Participant refused treatment</td>
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<td>□ RICE</td>
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<td>□ Competition</td>
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<td>□ Sling/Splint</td>
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<td>□ Wound Dressing</td>
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<td>□ Athletic Taping</td>
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<th>Reason for Presentation</th>
<th>Nature of Injury/Illness</th>
<th>Return to Play Recommendation</th>
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<tr>
<td>□ New/Acute Injury</td>
<td>□ Abrasion/Road Rash</td>
<td>□ Return to unrestricted activity</td>
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<td>□ Chronic/Aggravated Injury</td>
<td>□ Open Wound/Laceration/Cut</td>
<td>□ Advised to return with precautions</td>
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<tr>
<td>□ Illness/Medical Condition</td>
<td>□ Blisters</td>
<td>Specifying ____________________</td>
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<td>□ Other</td>
<td>□ Contusion</td>
<td>□ Advised not to return at present time</td>
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<tr>
<td>☐ New/Acute Injury</td>
<td>□ Sprain (Ligament)</td>
<td>□ Participant did not follow recommendation</td>
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<td>☐ Chronic/Aggravated Injury</td>
<td>□ Strain (Muscle)</td>
<td>□ Referral</td>
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<td>☐ Illness/Medical Condition</td>
<td>□ Overuse Injury</td>
<td>□ No referral needed</td>
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<td>☐ Other</td>
<td>□ Fracture (including suspected)</td>
<td>□ Physician</td>
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<tr>
<td>☐ New/Acute Injury</td>
<td>□ Dislocation/Subluxation</td>
<td>□ Rehabilitative Treatment (PT / AT / Chiropractor / Massage)</td>
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<td>□ Concussion</td>
<td>□ Ambulance Transport (Time:_____)</td>
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<td>□ Slip/Trip/Fall (from same level)</td>
<td>(e.g., Physician, EMS, AT, PT, Nurse, 1st Aider etc)</td>
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<td>□ Fall (from height)</td>
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<td>□ Jumping to shoot or defend</td>
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<th>Date: ____ /___/ ______</th>
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ORIENTEERING CANADA
SASS PEEPRE CAMP at ______________________ dates: ______________________________

ADVISEMENT OF ADMINISTRATION OF MEDICATION

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: ______________________________
GOVERNING LAW AND JURISDICTION AGREEMENT
(for Non-residents of Canada)

GOVERNING LAW

I hereby agree that the relationship and the resolution of any and all disputes arising therefrom between myself and Doctor __________________ (as well as his or her agents, delegates or employees), including any issues related to this Agreement, shall be governed by and construed in accordance with the laws of the Province or Territory of __________________________ and the laws of Canada applicable therein.

JURISDICTION

I hereby acknowledge that the treatment will be performed in the Province or Territory of __________________________ and that the Courts of the Province or Territory of __________________________ shall have exclusive and preferential jurisdiction to entertain any complaint, demand, claim, proceeding or cause of action, whatsoever arising out of the treatment. I hereby agree that if I commence any such legal proceedings, I will do so only in the Province or Territory of __________________________, and hereby irrevocably submit to the exclusive and preferential jurisdiction of the Courts of the Province or Territory of __________________________.

PATIENT'S SIGNATURE ____________________________ WITNESS SIGNATURE ____________________________

PRINTED NAME ____________________________ PRINTED NAME ____________________________

DATE ____________________________ DATE ____________________________