



Activity Operating Procedures

V3.2: October 2024

Adventure Course
Aeroball
Cave Maze
Challenge Bucket
Frisbee Golf
Ghillie Suit Stalk
Giant Inflatable Table Football
Knot Orienteering
Mini Crossbows

Nerf Wars
Night Line
Orienteering
Pedal Karts
Photo Quiz
Pioneering
Slack Line
Soft Archery
Soft Tomahawks



1. This Document

1.1 Who is this document for:

- This document should be read by all instructors leading or assisting with the activities included in this document.
- All staff members providing access to the activities included in this document.
- Any person involved in the management, maintenance or documentation of the activities included in this document.

1.2 Using this document

- The activity operating procedures included in this document cannot be deviated from without written permission from the Centre Manager.

1.3 Terminology and Roles

- **Bentley Copse Staff** - A paid or volunteer working at Bentley Copse in a role as authorised by the Centre Manager or a member of the Surrey Scouts Bentley Copse Management Sub Committee
- **Bentley Copse Centre Manager** - The member of Bentley Copse staff with overall management of activity and site management.
- **Bentley Copse Duty Activities Manager** - A member of Bentley Copse staff assigned aspects of daily activities management by the Centre Manager.

2. Qualifications

2.1 Activity Leader Qualifications

- No qualifications are needed to lead any self-led activities.
- The adult designated as the activity leader must have read the latest Activity Operating Procedures (this document) and the latest Activity Risk Assessment.
- The activity leader must familiarise themselves with the activity before it commences.
- Any posted instructions within an activity compound must be read by the activity leader and followed.

2.2 Bentley Copse Instructor Led

- If these activities are being led by a Bentley Copse instructor, the instructor will be provided with in-house training by an appropriate member of staff.

3. Ratios and Group Sizes

3.1 Ratios and Group Sizes

- As a minimum one adult / instructor must be present to run these activities.
- The ratio is 1 Instructor to 12 Participants.
- For groups greater than 12 and no more than 16, the instructor may use adults from the group to supervise a portion of the group to reduce the participant count down to 12.

4. Accidents, Incidents and Near Misses

4.1 Accident, Incidents and Near Miss Procedure

- The *Accident, Incident and Near Miss Procedure* must be followed.
- This document is available on the Bentley Copse website.

5. Safety

5.1 Risk Assessments

- This document must be read in conjunction with the activity risk assessment.
- A digital copy of the risk assessment can be found on the Bentley Copse Activity Centre website.
- A printed copy of the risk assessment can be provided by Bentley Copse on request.

5.2 First Aid Kit requirements

- Those leading the activity are required to have a valid first aid qualification and close access to a First Aid kit.

5.3 Accidents / Near misses

- If any accidents/near misses or first aid takes place as part of the activity:
- The Duty Manager of Bentley Copse Activity Centre must be contacted and the procedures from the Accident and Near Miss Procedures followed.
- An appropriate reporting form must be completed as soon as possible, no later than the end of the working day and handed to the duty manager
- The activity must be stopped while the first aid is taking place unless another adult/instructor is able to aid in the first aid.

5.4 Weather conditions

- The instructor must check the weather conditions prior to starting the activity. The Duty Manager will inform the instructors of any conditions that might stop the activity.
- The activity must not take place in the following conditions:
 - Electrical storms (within 30 minutes of audible thunder or visible lightening)
 - Very high winds (over 30mph according to Met office data)
- Instructors must inform the Duty Manager of Bentley Copse Activity Centre if the activity has been stopped due to weather conditions.

5.5 Stopping the activity

- The instructor has the final say in whether an activity takes place or must be terminated.

6. Equipment

6.1 Equipment Contamination

- All equipment must be protected from contamination from liquids, drinks, food and chemicals.
- Is it essential to keep the following away from equipment such as helmets:
 - Sunscreen
 - Drinks (Including tea, coffee, squash)
 - Food
 - Hand sanitiser
 - Cleaning products including soaps, sprays and wet wipes.

6.2 Per Person Equipment Required : Generic

- The following equipment is required for each person.

Equipment	Participant	Instructor
Windproof/coat (weather dependant)	✓	✓
Sunscreen/water bottle (weather dependant)	✓	✓
Closed shoes	✓	✓
Radio (For Bentley Copse staff)		✓
Mobile Phone		✓
First Aid Kit		✓

7. Equipment : Helmets

7.1 Religious / Cultural Allowances

- If a participant cannot wear a helmet for religious / cultural reasons, their participation in the activity cannot be refused.
- Explain that a helmet is required to reduce the likelihood of injury.
- For activities where the risks of a head impact are higher, their participation in an activity may be altered.
 - **Crate Stacking** : Non helmet wearing participants may not be within fall range of any tower higher than their shoulder height.
 - **Zip Wire** : Non helmet wearing participants may only ride the zip if they have their speed controlled using a system suitable for their size. This will only be possible if it is possible to be arranged in advance with the Centre Manager.

7.2 Fitting

- Equip each participant with a helmet and adjust its chin strap and back strap to ensure it is secure:
- For a secure fit, start by placing the helmet on your head, with the front rim across your forehead. After you adjust the fit, but before you buckle the chin strap, shake your head from side to side and move your head slightly back. The helmet should remain snug.
- Now check and adjust the chin straps. After they're buckled you should have no slack and the front and rear straps should form a "Y" around each of your ears.
- The chin strap should be snug enough to prevent the helmet moving from a correct fit, but not so tight as to restrict breathing or talking.



Helmet adjustment method may vary

7.3 Cave Maze and Adventure Course Helmets

- Cave Maze and Adventure Course helmets are marked on the rear using a tough-tag and reflective strip.
- Cave Maze and Adventure Course helmets may only be used on these activities and may **not** be used on any roped activity.

8. Equipment : Routine Checks and Quarantine Procedure

8.1 Routine Checks

- Equipment is to be checked at the beginning and end of every session (as required by the adventurous activities licencing regulations 1996).
- Before any person uses the activity all safety equipment and systems must be visually checked.
- Before closing the activity all equipment must be away and then the activity compound secured to prevent access.

8.2 Quarantine Procedure

- Any equipment suspected of having a defect must be **IMMEDIATELY** removed from use and tagged marking it as requiring quarantine.
- Red tamper proof tags are available for identifying equipment for quarantine.
 - These tags are available in the climbing store and rifle range cupboard. If you do not have access to either of these, call 07563 044 832 for access to quarantine tags.
- Tags must be attached to the equipment in such a way so they cannot become detached without tampering. EG on the trigger guard of a rifle, the hand grip of a bow or the belay loop of a harness.

8.3 Physical Removal of Quarantined Equipment

- Once tagged, Quarantined equipment must be **IMMEDIATELY** separated from all other equipment.
- Quarantined equipment must be handed to the Duty Activities Manager (call 07563 044 832).

9. Safety Briefing

9.1 Compulsory briefing

- All sessions must start with an introduction and safety briefing based on this document and the activity risk assessment.
- Each point below **must** be covered, and not made light of, but the wording used and timing will vary from person to person.
- Every part of briefing must be delivered before the first participant starts the activity.

9.2 Briefing contents

- **Introduction** - Introduce yourself and any assistants. Introduce the activity and the aims of the session.
- **Medical** - Ask if anyone has any medical concerns that will affect them or anyone else participating in the session. Offer them the opportunity to take you to one side to discuss. Adjust the session to include them as best as is deemed suitable.
- **Inherent Risks** - Explain that minor injuries such as bumps, bruises, cuts, grazes, sprains and strains are very common and more serious injuries cannot be ruled out. You must not promise that you can remove all risk of injury, but that the procedures (including listening to and following directions) are designed to minimise the risks.
- **Attire** - Explain and check that suitable attire is being worn.
- **Challenge By Choice** - All participants are invited to participate voluntarily. All participants have the right to withdraw at any time.
- **How to communicate with an activity leader** - How to seek help, if required during the activity.
- **Activity-specific rules** - Do not adjust any safety equipment after it has been fitted by the activity leader and follow the instructions given.

10. Adventure Course



10.1 Overview

- Adventure Course takes place on our purpose-built course located at the north east corner of the site.
- It involves crawling, climbing and balancing to navigate your way around the course.
- Helmets must be worn for this activity. These will be stored within the activity area or can be collected from reception.

10.2 Location

- The adventure course is a fenced off compound in the Northeast corner of the site.
- The gate is secured by a combination padlock. The code should be obtained when you check-in or by calling 07563 044 832 on the day of your activity.



10.3 Prior to commencing

- A walk around the adventure course area to familiarise yourself with the *Elements*, and look for any obvious damage including items such as broken bungees, loose ropes etc.
- Check for stones, sticks and debris in any crawl spaces or landing zones.
- Any damage must be reported to the Duty Activities Manager and that element not being used.
- If it results in a particular element being unusable, this element must not be used.

10.4 Equipment

- The key to access the activity compound and a crate of helmets will be provided.



10.5 Introduction and Activity Aims

- Introduce yourself and the aims of this activity (EG teamwork, physical challenge)
- A *Safety Briefing* must be given.

10.6 Activity Specific Rules and Risks

- The provided helmets must be worn by all those participating in the activity.
- The safety briefing should include hazards including, but not limited to:
 - Contact with other participants whilst climbing over or through elements.
 - Care required when climbing over the A Frame to avoid falling.
 - Need to crawl through obstacles rather than over the top of them.
 - Trip hazards
 - Slipping on elements or slope particularly in wet conditions.
 - Avoiding racing against each other.
- If splitting the group
- Team building activities such as carrying a bucket of water without spilling or completing the course while holding hands.

10.7 Activity Challenges

- Allow participants to go around the course a couple of times before introducing challenges, if appropriate
- Challenges might include:
 - Carrying a bucket of water as a group.
 - Carrying a tray of cups filled with water in pairs or group.
 - Completing the course whilst remaining in contact with others, or a rope.

10.8 After the activity has ended

- Debrief the group, discuss the activity and whether the aims were met.
- Ensure the gate is locked.
- Ensure equipment are stored as they were found or as directed.
- Report any issues, accidents, near misses etc to the Duty Manager.

11. Aeroball



11.1 Overview

- Is a physical outdoor activity which takes place in a dedicated activity compound.
- Comprises a large, netted structure containing four trampolines allowing two games of 1 vs 1 or one game of 2 vs 2 aeroball (Basketball on trampolines)

11.2 Location

- Is an outdoor activity which takes place in a dedicated location in the North-East of the site.
- The gate is secured by a combination padlock. The code should be obtained when you check-in or by calling 07563 044 832 on the day of your activity.



11.3 The following tasks are required before the activity may start:

- If they are not within the compound, collect the activity folder and balls from reception.
- Check the aeroball structure is free of leaves and debris.
- Check all blue pads are in place : 8 around edges, 4 around centre connections.

11.4 Briefing the participants

- Use the yellow information panels to brief the participants.



11.5 Inherent Risks

- Any activity involving height and motion creates the possibility of injury or death.
- Misuse and abuse of this equipment, including failure to follow these rules, is dangerous and can cause serious injury.

11.6 Role of the activity leader

- Children must have adult supervision to enforce these rules.
- Demonstrate a safe, stable method of mounting and dismounting.
- Ensure only one participant enters each section of the Aeroball.
- Ensure participants that are not in the Aeroball are occupied with something else.
- Do not allow other people to sit or stand on the edges of the trampoline while someone is inside the Aeroball.
- Maximum player weight 235lb/107kg
- Maximum player height 6.5ft / 1.98m

11.7 Remaining safe

- Activity leader to ensure participants are warmed up before play.
- Participants are to remove shoes prior to entering the Aeroball.
- Only play for short periods, 2 to 5 minutes when starting. As you build your endurance, play longer. It's when you're tired that injuries are most common.
- Do not play if you have a physical injury or other impairment or condition.
- Do not do flips, spins or somersaults.
- Do not climb or jump over the divider net.
- Never land with your knees locked.
- Never land with your back arched.
- Do not drag your feet down the inner net or the outer walls.
- Keep dirt, rocks and sand off rebound surface.
- Only the supplied game balls should be used.



11.8 Weather Conditions

- No one should play Aeroball in the rain/snow or when the jump surfaces are wet/icy.
- Play should cease immediately if bad weather is imminent. If lightning appears in the area, no matter how remotely, cease play and seek shelter.

11.9 Rules of the game

- The first player to reach 7, 15 or 21 points wins a game.
- **Service:** Flip a coin to determine server. Server: Takes up to three bounces to begin the game.
- **Bouncing:** Players are allowed a maximum of three bounces (two bounces for advanced players and tournaments) to return the ball.
- **Scoring:** 2 points are awarded for a basket. 1 point is awarded if the ball touches the back net then falls to the surface without being caught.
- **Penalty:** Loss of one point for hanging on the basket or the front net. Opposite side gets 2 free shots for any foul committed (See rules for complete list of fouls.)

11.10 Strategies for the game

- If you're not in a blocking position, turn and face the basket, this is the best way to catch the ball before it hits the bed. Remember if you allow the ball to contact the bed your opponent receives one point.
- Advanced players who have lots of stamina will bounce high and cover the basket for as long as possible.
- Try to make your shot while your opponent is descending.

11.11 After the Activity has ended

- Take any rubbish away with you.
- Check for lost property.
- Return the activity pack and balls to reception - *Lost balls will be charged at £60 each.*
- Please report any issues or faults to a member of Bentley Copse staff and via email to bookings@bentleycopse.org.uk

12. Cave Maze



12.1 Overview

- Is an indoor activity which takes place in a dedicated building.
- Comprises of three levels of wooden crawl tunnel that participants may explore and engage in games and challenges.
- Helmets must be worn for this activity. These are stored with the cave maze entrance room.

12.2 Location

- Is an indoor activity which takes place in a dedicated building located on the East of the site on the far side of the zip-wire.
- The doors are secured by combination padlocks. The code should be obtained when you check-in or by calling 07563 044 832 on the day of your activity.
- Comprises of three levels of wooden crawl tunnel that participants may explore and engage in games and challenges.



12.3 The group leader / instructor who is leading the activity can:

- Switch on lights within the maze or switch them off to run the maze in darkness.
- Use CCTV cameras to assist with locating participants. The cameras will operate with the lights off.
- Create games and challenges for the participants or use the game posters in the entrance which detail different games and challenges.
- Stream audio through speakers within the maze via a Bluetooth connection.
- Allow participants to enter and exit the maze through several hatches.
- Position a supervising adult at the external emergency exit to assist with locating participants.

12.4 The following tasks are required before the activity may start:

- Ensure both the main entrance and emergency are clear and unlocked when the activity is taking place.
- Turn on the camera system and check the 4 cameras are operating.

In conjunction with activity risk assessment assess each participant's physical and sensory ability to navigate the maze and engage with the challenges being set.

- Equip each participant with a helmet and adjust its chin strap and back strap to ensure it is secure:

12.5 During the Activity

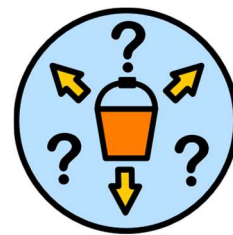
- There must be at least one adult as well as the group leader to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader, or other adult helper.
- Helmets must be worn by all participants entering the tunnels.



12.6 After the Activity has ended

- Ensure helmets are put back as per the photograph.
- Take any rubbish away with you.
- Sweep the floor and return dirt, leaves and sticks to the woodland.
- Check for lost property.
- Leave all cave maze hatches open.
- Turn off both light switches
- Turn off the Bluetooth system and all four plug switches.
- Return the key to reception.
- Please report any issues or faults to a member of Bentley Copse staff and via email to bookings@bentleycopse.org.uk

13. Challenge Bucket



13.1 Overview

- A collection of supplies used to provide groups with random challenges.
- Fifty cards, or numbered ping pong balls are used to select random challenges.
- Challenges can be individual, or team based.
- The aim is to complete as many challenges as possible in the time provided.
- This activity may be run indoors or in any available outside location. The equipment needed to run this activity can be collected from reception.



13.2 Location

- Can be run in any location away from other groups. Suitable for indoor and outdoor use.

13.3 The following tasks are required before the activity may start:

- Checking the bucket contents are correct.
- Deciding on an area to undertake the activity in line with the activity risk assessment.

13.4 During the Activity

- The supervising adult remains responsible for the safety of those participating.
- Introduce instructors, activity, and equipment.
- Talk about aims of the session, get to know the group.
- Divide the group into sub-groups as you see fit. Groups of four to six is ideal.
- Consider using other adults, or responsible young persons to take on the role of Bucket Master

13.5 Activity Options

- Competitive Challenges:
 - Brief the groups on how long they will have to complete as many challenges as possible in the time you give them.

- Decide whether each challenge is returned to the bucket once complete and can be used by other sub-groups.
- Decide on whether sub-groups can skip a challenge they do not like. The default answer is no.
- Simultaneous Challenges:
 - Allow one person, or yourself to select a challenge (random or otherwise) and set all sub-groups to complete the same challenge.
 - Decide how you will decide which sub-group wins each round (fastest, funniest, with the most dramatic flair etc)
 - Not all challenges are suited for use as a simultaneous challenge, skip these as you see fit.

13.6 After the Activity has ended

- Ensure all items are returned to the bucket (See 2.4)
- Sort the cards into numerical order.
- Return the bucket to reception.
- Please report any issues or faults to a member of Bentley Copse staff and via email to bookings@bentleycopse.org.uk

14. Frisbee Golf



14.1 Overview

- Players play golf using frisbee discs rather than clubs and golf balls.

14.2 Location

- Has six baskets located in a large 'C' shape. The first basket is located close to the campfire circle.

14.3 Equipment

- A crate will be supplied, containing:
 - Disc golf discs : At least 12
 - A pack of score sheets
 - Laminated information sheets with game variations.

14.4 Setup Instructions

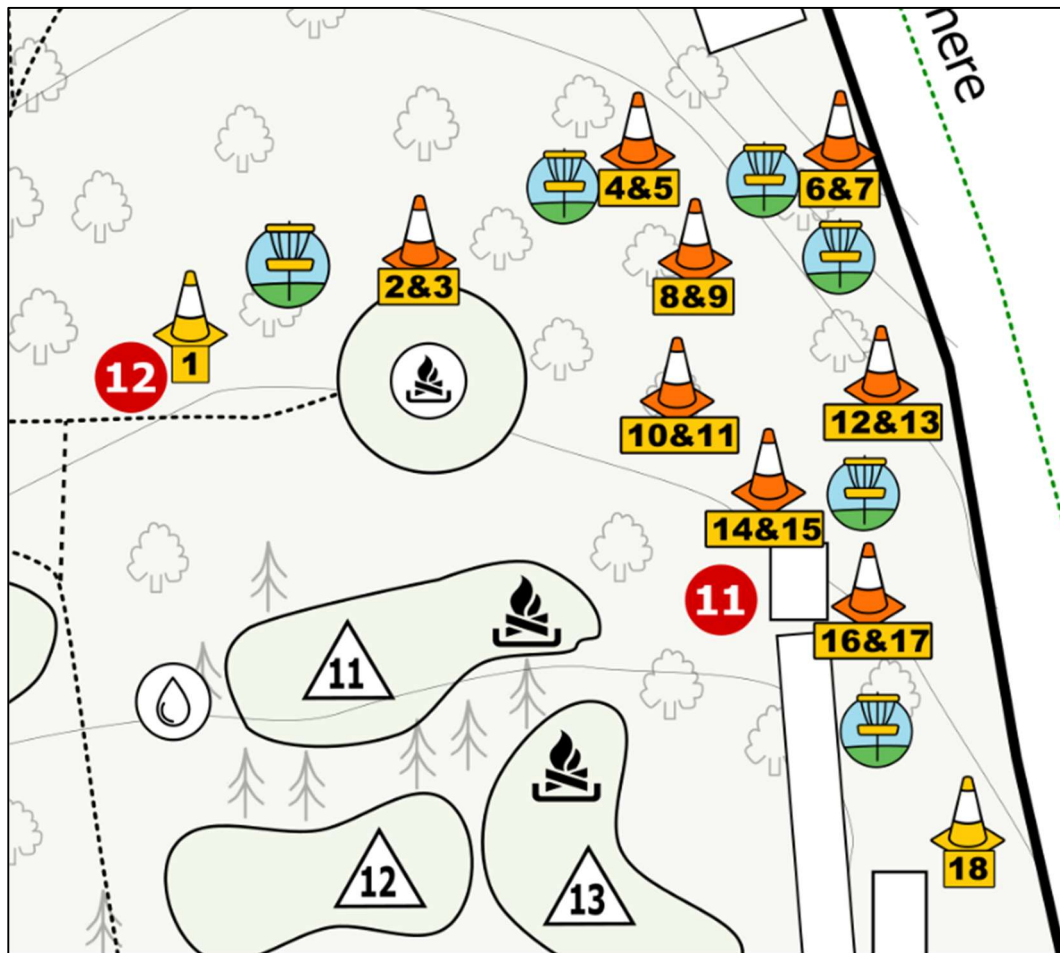
- Count the number of discs in the crate, assign one to each player.
- Locate the golf baskets. The first by the campfire circle and the course of six follows a 'C' shape behind the campfire and finishing close to the zip-line platform.
- Locate the teeing off locations, these are numbered cones. The start and end cones are yellow.
- Each orange cone should be used to aim at the two nearest baskets - therefore each basket is used more than once.
- The map (PTO) shows the basket and cone locations.
- EG Cone "2 & 3" uses the same basket as yellow cone "1" and the basket near cone "4 & 5"



14.5 Introduction

- Introduce activity, and equipment
- Talk about aims of the session, get to know the group.

14.6 Cone Teeing Off and Target Locations



14.7 During the activity

- The primary game is to play golf, but using frisbee discs instead of clubs and golf balls.
- Take it in turns to tee off from the start.
- If the disc does not land and stay within the basket, throw it again from its landing location.
- Count the total number of throws taken to reach the basket.
- Ensure players are out of the line of throw.
- Should discs pass over the perimeter fence, the North East footpath gate will be open to retrieve them.
- Should discs enter an activity area (EG Adventure Course) inform a member of site staff.

14.8 After the activity has ended

- Count all discs back in
- Return equipment to Bentley Copse staff.

15. Ghillie Suit Stalk



15.1 Overview

- The activity involves the participants wearing camouflage ghillie suits and playing a game of hide and seek.

15.2 Location

- In an area with sufficient trees and bushes to make the game interesting. This can be within the boundaries of Bentley Copse, or within a publicly accessible land outside. If using a location outside of Bentley Copse, avoid footpaths and bridleways.

15.3 Setup Instructions

- Select a suitable location and identify the boundaries of the play area.
- Count the number of ghillie suits, assign one to each participant hiding.

15.4 Introduction:

- Introduce activity, and equipment.
- Talk about aims of the session, get to know the group.
- Explain the play area boundaries.
- Split the group into *hiders* and *seekers*.

15.5 Kit up

- Allow the participants to don their ghillie suits.

15.6 During the Activity

- Ensure those seeking turn away from the play area and don't cheat.
- Allow those hiding to go and hide. *A 60 second time period may be sufficient.*
- Allow those seeking to find the hiders, following one of the following *Game Modes* or getting creative with your own variant:

15.7 Game Mode : Rapid Detect

- Your seekers have to find the hiders as quickly as possible.
- The game continues until all hiders are found, or until you decide the game is over.
- Seeker points : Assign 10 points to the first seeker to find someone, 9 for the second etc.
- Hider points : Assign 1 point for the first hider to be found, 2 for the second etc.

15.8 Game Mode : Static Search

- Your seekers are not allowed to move - they must try and sport the hiders from their current location.
- When you allow it, each seeker may move five steps to a new location and then start their static search again.
- The search continues until all hiders are found.
- Seeker Points: Award 10 points to a seeker for a find from the first location, 9 from the second etc.
- Hider points : Assign 1 point for being found from the first location, 2 from the second etc.

15.9 Game Mode : Countdown

- This game-mode works best in a larger play area with heavy foliage cover or low visibility (after dark).
- The hiders are given a set time to go and hide but are told they are allowed to move at any time.
- At 60 to 120 seconds a call is made by an adult from the starting point / base. Each hider has to return a call. EG “Marco” / “Polo” or “Where are you” / “I’m here”
- The call and response pattern continues but the interval between these decreases over time.
- The hiders **have** to return the call, it becomes harder to move quickly enough and find a new hiding sport as the seekers close in on them.

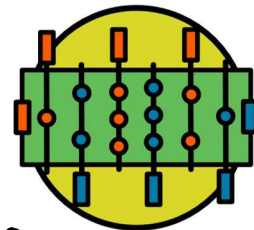
15.10 Game Variant : Sneeze Please

- When playing with younger participants, you may decide they need more assistance to find those hiding. The seekers are therefore allowed to ask the hiders to make a noise.
- Examples:
 - Seeker says “Animal Calls” and the hiders have to make the noise of an animal (Howl, Bird call etc)
 - Seeker says “Sneeze Please” and the hiders have to Sneeze.
 - Seeker says “Shake” and the hiders have to shake a bush / branch.

15.11 After the Activity has ended

- Count the ghillie suits back in.
- Return equipment to Bentley Copse staff.

16. Giant Inflatable Table Football



16.1 Overview

- The activity involves 2 teams of 5 playing a game of 5 a side football whilst being strapped to horizontal bars, limiting their movement.

16.2 Location

- It will be set up on the field close to a source of power.

16.3 Setup Instructions

- Moving the equipment needs two people minimum.
- Firstly, you will need to lay out the playing area correctly onto flat ground.
- There is four blower valves on the playing area, make sure three of them are tied closed leaving one valve still open.
- Place the blower into the valve, tightening the valve around the blower with the tank stank provided, then you can begin inflating the playing area.
- Once the playing area is fully inflated you can then place each of the four poles across the top, ensuring they are fastened in using the Velcro straps on both sides of the playing area.
- Attach the waist bands to the poles, they are secured by a karabiner.



16.4 Prior to commencing

- The activity will be set up by Bentley Copse Staff.
- The following list is tasks required before the activity can start:
- A visual inspection of the equipment as it is set up.
- The ground is level and flat with no holes which may cause a trip hazard.
- Once inflated, it must be anchored using the stakes and straps.

- The electrical cable must be clear to see or run in a safe area where it doesn't present a tripping hazard.
- The area along the sides of the playing area must be fenced off with temporary fencing. This reduces the chance of people walking into the ends of the support poles and also stop spectators from leaning on the inflatable.
- The adult in charge must ensure the group are prepared for the session, including correct clothing, footwear, long hair tied back, and jewellery removed.

16.5 Introduction:

- Introduce activity, and equipment
- Talk about aims of the session, get to know the group.

16.6 Kit up

- Demonstrate how-to put-on equipment correctly.
- As appropriate assist participants to fit equipment correctly.
- Tell the group not to 'play' with the equipment now it has been fitted and checked.

16.7 During the Activity

- There must be at least one adult with the group to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader or other helper.
- A Safety briefing must be made to the group by the adult in charge, outlining the rules and safety points.
- All spectators must stand away from the playing area.
- Only the 10 players are allowed to be within the playing area.

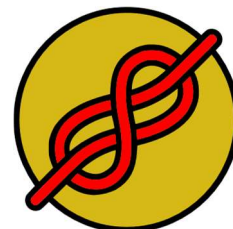
16.8 Spectators

- Spectators must stand outside the playing area.
- Spectators should never enter the playing area unless directed by the adult in charge or assistant.

16.9 After the Activity has ended

- Equipment must be left tidy.
- Bentley Copse staff will pack away the activity.

17. Knot Orienteering



17.1 Overview

- Knot Orienteering is an activity where the participants have to explore Bentley Copse, following clues to locate sixteen red markers and record the pictured knot and/or letter.
- These are red with a picture of a knot and a letter.
- The equipment needed to run this activity can be collected from reception.



17.2 Location

- You may start from any location.
- Care should be taken to avoid disturbing other uses of the site - *participants may have to take the long way.*

17.3 Equipment Pack

- A copy of these operating procedures and the activity risk assessment.
- Laminated sheet containing answers - *For activity leader only*
- Participant answer sheets x6
- Pencils x6

17.4 Groups and starting the activity

- We recommend working in pairs sharing an answer sheet and pencil. Our Pack is suitable for 12 participants.
- Provide each of up to 6 groups with a an answer sheet and pencil
- Brief them on their goal; to locate each marker, record the letter and knot name.
- Stagger the groups as they start; recording their start times, and their final finish time.

17.5 Scoring

- Assign one point for each correct knot, and one point for each correct letter

17.6 Option : Make use of limited time

- Rather than time each participant on how long it takes to complete the full set of sixteen, you may give them a fixed period of time to complete as many as they can.

17.7 Option : For those with knowledge of knotting or pioneering

- You may add a competitive practical element to the activity. Asking the participants to physically tie each knot. You can either bring your own supplies for this, or borrow rope from Bentley Copse.
- To see how each knot is tied, this website produces useful animations : <https://www.animatedknots.com/>

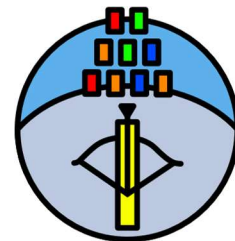
17.8 Option : Team work makes the dream work

- Split the group of twelve into six pairs.
- Leave the answer sheets at the start location with the activity leader who will complete it for the team.
- Send each pair off in different directions to find one marker, note the letter and knot name and return.
- The activity leader can distribute useful clues as they see fit.
 - Provide a general direction of where to search.
 - More useful clues EG 'on a fence post'
 - The written clue on the answer sheet

17.9 After the Activity has ended

- Count all equipment and return it to reception.

18. Mini Crossbows



18.1 Overview

- A safer target sport activity that uses crossbows suitable for younger children and darts equipped with suction cups.
- The equipment needed to run this activity can be collected from reception.

18.2 Equipment

- The following equipment is supplied:
 - 4x Orange Crossbow
 - 4x Targets
 - 24x Tin Cans
 - 20x Darts



18.3 Avoiding Dart Loss

- The darts are small. The blue ones are dark. They can travel quite far...
- Use inside a tented shelter or indoor space
- Count the darts before and after each round of shooting. The kids WILL find them if you make them
- The procedures of this new activity will be based on Soft Archery, but adjusted to accommodate:
 - The higher likelihood of losing darts
 - Instructions on how to load darts
 - The greater risks of participants targeting each other (Easier to turn around with the loaded crossbow)
 - The recommended location for this activity (Party tent)
 - The target options (Round targets, tin can towers)

18.4 Setup

- This activity requires an enclosed space to operate. Speak to Bentley Cope staff about a suitable location. We may be able to provide you access to our *Party Tent* marquee.
- Use x2 tables at the end of the space to stand the targets or tin can towers

- Use x2 tables at a suitable shooting distance to position the crossbows and allocated darts.
- Count out x5 darts per participant. Count them out and in. Use orange and yellow darts for greater visibility.



18.5 Running The Activity

- Choose your targets. If you're not sure, go with the tin cans for fun.
- Brief your leaders and participants on the safety rules:
 - How to load safely
 - Never fire darts at anything other than the target zone
 - Ensure the target zone is clear of people during shooting
 - Collect and count in all the darts
 - Check the black crossbow sight after miss-fires. An incorrectly prepared crossbow will fire the dart in an unexpected location and can knock the black part of the crossbow off.
- Brief your leaders and participants on how the session will operate.
 - A two vs two session, yellows vs orange, with two tin can towers work well.
 - If using the circular targets, note that some younger participants will have difficulties obtaining a high score.
 - Ensure you have a leader acting as a *Range Officer* at all times, ensuring the safety of the activity.

18.6 Loading the Crossbows

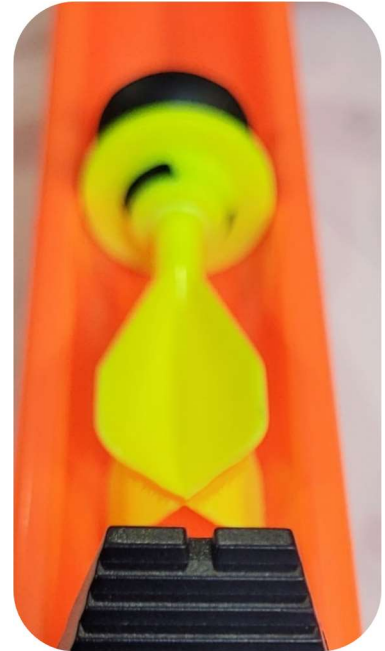
- The cross-bows will miss-fire if loaded incorrectly.
- Practice yourself before you teach your younger participants.

18.7 Crossbow Preparation

- The crossbows will misfire if you do not load them correctly. Ensuring the string is pulled back evenly and to the correct location is key to them working accurately.



Keep your fingers away from the trigger while you pull back the string with two hands (one on either side).
Ensure the string sits deep into the recess



Load a dart with the fins making an 'X' shape.



Push back the dart so it's all the way back and against the string.



Aim by aligning the front and back targets together.

This image shows a slight misalignment.

19. Nerf Wars



19.1 Overview

- This activity involves participants using foam dart firing guns to battle other participants.

19.2 Location

- This activity must be run in an enclosed space such as:
 - Hall of Palmer House or Parker Lodge.
 - A marquee

19.3 Setup Instructions

- Setup the battle area using the inflatable barriers and bunkers.
- Test each gun.
- Layout the guns and dart supplies on a table outside of the battle area.

19.4 Introduction:

- Introduce the activity, get to know the group.
- Explain the rules and safety instructions.
 - No aiming at the head.
 - A call of “stop” means point the gun to the floor, be instantly quiet and stand still.
- Pick a game-mode or design some rules of your own.
- Allocate a time limit per game.

19.5 During the activity

- Start and stop the game, keep score, ensure the safety rules are followed.

19.6 Kit up

- All participants, adults and spectators within the area don safety-specs.

19.7 What to do when shot.

- Decide your rules for identifying a shot and what to do:
- Examples:
 - When shot you go to a fixed timeout location for 30 seconds.
 - When shot you have to unload and reload your gun.
 - When shot your opponent / other team gets a point.
- Use adults to adjudicate.

19.8 Game Mode : Free for all

- Every person for themselves.
- Keep a score for every time someone gets shot.

19.9 Game Mode : Team Battle

- Decide on teams
- Keep a score for every time someone gets shot.

19.10 Game Mode : Last Person Standing

- Play in teams or in a free-for all.
- When you're hit - you're out.
- Last person in wins.

19.11 Game Mode : Snipers

- Play in two teams
- At one end of the hall, build two barricades on opposite sides. This allows players to dart between them and *hopefully* avoid being shot.
- One team are snipers, the others have to avoid being sniped.
- The snipers are situated at one end of the hall, they cannot move.
- Those avoiding the snipers have to dart across the hall from barrier to barrier. The snipers can shoot them.
- Assign points for each run the team makes.
- Play continues until everyone is shot.

19.12 Game Mode : Capture the flag

- Use something as a flag - *One flag per team.*
 - A ball, beanbag, scarf, hat
- Position each flag in an area designed as a team 'base'
- The flag cannot be carried or touched by anyone holding a gun.
- You win by having two flags in your base location.
- The flag cannot be thrown or rolled.

19.13 After the Activity has ended

- Count the guns and darts.
- Return all equipment to Bentley Copse - *Or leave where it was found if using a prepared building.*

20. Night Line



20.1 Overview

- Blindfolded participants move along a rope that winds between, over and under natural obstacles.
- Participants can take it in turns to lead others, or be led.

20.2 Location

- Laser tag can take place anywhere on the site as long as it is not disturbing other site users.

20.3 Equipment

- A crate is supplied containing:
 - A drum of blue rope.
 - A container of blind olds.

20.4 Preparation

- The rope should be secured to a suitable starting location tree using a releasable knot.
- The rope should be wound around other trees, over and under itself, paste and through appropriate obstacles.
- It is beneficial to start participants so they cannot see the entire length of the rope before they start.
- Consider using additional resources to create interesting obstacles (Under tarps / blankets etc)

20.5 Kit Up

- Each participant should wear a blindfold.

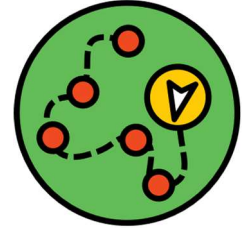
20.6 During the Activity

- Guide participants to manage the risk of injury themselves.
- Peer guiding is packed

20.7 After the Activity has ended

- Unless advised by Bentley Copse staff to leave it in place remove the rope from the course, wind it

21. Orienteering



21.1 Overview

- Orienteering is a timed sport where participants need to find various control points around the site.
- These are marked by a Red and White Square. On each square is a letter. Once you've completed the course the letters will spell out a word.
- The equipment needed to run this activity can be collected from reception.
- If you are new to orienteering, we suggest visiting: learnorienteering.com

21.2 Location

- The starting location is marked on the maps.
- Care should be taken to avoid disturbing other uses of the site - *participants may have to take the long way.*

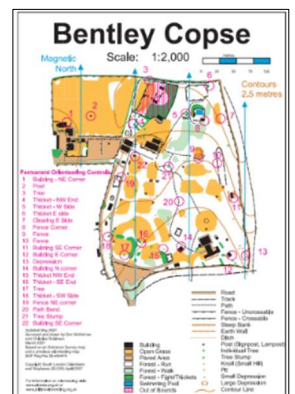


21.3 Equipment box

- Laminated answer sheet
- 6 Clipboards with attached compass
- 6 Pencils

21.4 Map Packs

- Map packs contain 6 maps. We have five options available.
 - Short Course : 0.5km - *Circular, North of site*
 - Medium Course : 0.7km - *Circular, East of site*
 - Long Course : 1km - *Whole site*
 - Very Long Course : 1.4km - *Whole site*
 - Star Course : *Return to start after each marker.*

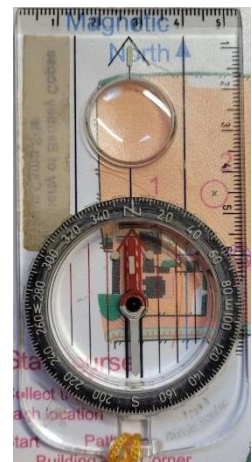


21.5 Groups and starting the activity

- We recommend working in pairs sharing a clipboard, map, compass and pencil. Our box is suitable for 12 participants.
- Provide each of up to 6 group with a clipboard, compass, pencil and map.
- Brief them on their goal; to visit each control point, record the control point letter code on their map.
- Stagger the groups as they start; recording their start times, and their final finish time.

21.6 How to orientate your map.

- Lay your map on a flat surface and place your compass on top.
- The map has a blue Magnet North marker direction of North.
- Turn the map until the red arrow on the compass points in the same direction as the North arrow on the map.
- Your map is now orientated to the ground.



21.7 How to use the compass to get to your destination.

- Pick the point you are traveling to.
- Lay the compass flat on the map in line with the direction of travel.
- Keeping the base of the compass in place, rotate the bezel until the 'N' points in the same direction as the North on the map.
- The number shown on the bezel in line with your direction of travel is called your **bearing**. This will be a number between 0 and 360 and is measured in degrees.
- Now with your compass in your hand leave the bezel set to the number you just got.
- Turn your body until the Red needle in the compass points to the N on the bezel.
- Walk in the direction the base plate of the compass is pointing.
- Keep an eye out for the point you are looking for.



Video Instructions

21.8 Map Accuracy

- Please note, our orienteering maps are as accurate as we are able to make them but they aren't spot on perfect.

21.9 After the Activity has ended

- Count all equipment and return it to reception.

22. Pedal Karts



22.1 Pedal Karts

- Race up to three karts at a time on a dedicated kart track.

22.2 Location

- The Pedal Kart Track is located behind 'The Nest'. It is surrounded by tyres to define the track, has a 'pit' lane for safe changeovers of participants.
- The track should be checked prior to use for fallen branches, missing tyre barrier etc.
- The kart shed and gate are secured by a combination padlocks. The code should be obtained when you check-in or by calling 07563 044 832 on the day of your activity.



22.3 Equipment

- Pedal karts are stored in the kart shed by the track and must be returning at the end of the activity. Pedal karts must not be left unattended at any time.
- Helmets are provided, these must be worn by all participants.
- Each pedal kart should be checked over for operation prior to use.
- Any defects should be reported to the duty manager.
- A recorded check of the karts and associated equipment will be carried out by centre staff once a month.



22.4 Prior to commencing

- The instructor in charge of the activity is responsible for checking the activity is set up correctly, regardless of who set the activity up.
- The following list is tasks required before the activity can start:
 - Visual check of the track to ensure it is safe with no low or fallen branches.
 - Visual inspection of the pedal karts to ensure they are operational.
 - Ensure tyres are inflated.
 - Ensure enough helmets for the number of participants.

22.5 Introduction:

- Introduce instructors, activity, and equipment.
- Talk about aims of the session, get to know the group.

22.6 Kit up

- Ensure everyone is wearing suitable clothing.
- Fit helmets to participants. (Not all participants need a helmet all of the time, only when they are riding.)

22.7 Pedal Karting

- This part of the session is up to the group leader, and could include time trials, races, a league table etc.
- Please avoid crashing karts into each other, this may cause damage to the participant or the kart.

22.8 During the Activity

- There must be at least one adult on the ground to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader or other adult helper.
- Participants and Spectators must stay outside the tyre walls to prevent impact from karts.

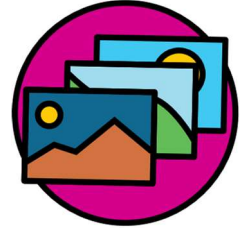
22.9 Debrief

- Unless directly handing over to another group, the karts and helmets must be returned to the store.
- Any issues with any of the karts must be reported to the duty manager to ensure they are rectified.

22.10 After the Activity has ended

- Pedal karts and helmets must be returned to the store to prevent unauthorised use.
- If there is another group using the karts after you and they arrive before the end of your session, a hand over is acceptable.

23. Photo Quiz



23.1 Overview

- This activity takes place onsite and involves groups taking a sheet of photos around the site and identifying their location on the answer sheet.
- The equipment needed to run this activity can be collected from reception.

23.2 Location

- You may start on any public access area on site.
- Participants should not enter:
 - Staff only areas
 - Activity areas
 - Buildings or other groups camping areas.

23.3 Prior to commencing

- Ensure the group has everything required to run the activity.
- Read through the Instructor Sheet to familiarise yourself with the instructions.

23.4 Introduction:

- Introduce instructors, activity, and equipment.
- Talk about aims of the session.

23.5 During the Activity

- How the leader runs the activity is down to them and their group.
- Ground rules should be set to participants these include:
 - No accessing 'Staff Only' areas
 - No accessing activity areas
 - Avoid walking through other groups campsites.
 - There is no need to leave the site boundary
 - Any further rules regarding timeframes etc.

23.6 Rules

- No accessing 'Staff Only' areas
- No accessing activity areas
- Avoid walking through other groups campsites.

- There is no need to leave the site boundary
- Any further rules regarding timeframes etc.

23.7 Debrief

- Check answers with group members

23.8 After the Activity has ended

- Return any returnable items to the Centre Office including
- Laminated Maps and Question Sheets
- Compasses
- Pens / Pencils / Clipboards

24. Pioneering



24.1 Overview

- Pioneering involves creating a structure, activity, or piece of equipment from wooden poles and ropes, using various knots to secure poles together.
- Pioneering should **NOT** be run by persons not suitably skilled and familiar with the skill of *Pioneering*.

24.2 Location

- This activity can take place anywhere on the site as long as it does not affect other Centre users.
- The pioneering store is a wooden building adjacent to the site access track.

24.3 Equipment

- The pioneering equipment will be inspected by Bentley Copse staff every 6 months. This inspection will include:
 - Poles,
 - Ropes,
 - Pulleys
 - Any other associated equipment.
- If when using the equipment any issues are spotted the item of equipment should be removed and the duty manager informed.

24.4 Prior to commencing

- The keys will open the main door and the end door to access the poles.
- No lighting is available in the store, take care in the dark.
- The Group leader should check over the equipment they intend to use as they remove it from the store. Any defective equipment should be set aside, and the duty manager notified so the issue can be rectified.
- The area used for running the activity should be of suitable size and clear of major trip hazards.
- Avoid other campers / centre users.

24.5 Introduction:

- Introduce instructors, activity, and equipment
- Talk about aims of the session, get to know the group.

24.6 Kit up

- Ensure participants are wearing appropriate clothing.
- Brief participants on suitable knots and lashings and how to safely carry equipment.

24.7 During the Activity

- There must be at least one adult on the ground to assist with group control. This may be another member of Bentley Copse Staff, a Teacher, Leader, or other adult helper.
- Care should be taken when moving poles around, particularly longer ones which are heavy.
- The group leader should check the knotwork prior to the construction being 'used'.

24.8 Pioneering

- Decide on what the group want to build, consider complexity, ability of the group and time scale.
- Ensure knotwork is suitable and will hold while the structure is in use.

24.9 Debrief

- Return all equipment to the pioneering store at the end of your session.
- If any of the ropes are wet these should be hung up, not stored in a bucket / crate.
- Any wet rope should be hung up to dry, not dumped into a bucket.



25. Slack Line



25.1 Overview

- A solo balancing challenge along a 5cm wide webbing line suspended between trees no higher than 45cm from the ground.

25.2 Location

- The slack-line should be setup between trees with a minimum diameter of 20cm and no higher than 45cm from the ground.

25.3 Prior to commencing

- Select a clear area with two healthy trees of at least 20cm in diameter.
- Setup the slack line in accordance with the risk assessment.
- Video instructions are available:
 - <https://www.youtube.com/watch?v=gsUL2lT92xM>
- A crash-mat is available on request.



25.4 Introduction:

- Introduce instructors, activity, and equipment.
- Talk about aims of the session, get to know the group.

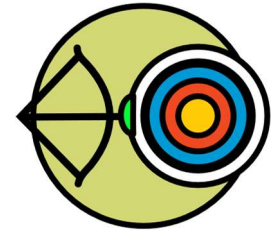
25.5 During The Activity

- Only one person on the line at a time.
- Use spotting where necessary.
- Bouncing and tr
- Use the crash mat where you feel it appropriate.

25.6 Debrief

- Return all equipment at the end of your session.

26. Soft Archery



26.1 Overview

- A safer form of archery that uses bows suitable for younger children and arrows equipped with suction cups.
- The equipment needed to run this activity can be collected from reception.

26.2 Location

- Soft Archery may take place anywhere on site where the overshoot of arrows can be controlled, either inside a building, marquee or into an open area that isn't being used and can be roped off.



26.3 The Site

- Range cleared of any trip hazards.
- 3 targets allowing 3 people to shoot three arrows per round.
- The adult in charge must be vigilant of any passers by or bystanders, although the arrows aren't dangerous, shooting of people is prohibited.
- Waiting area for participants to sit whilst waiting for their turn.
- Shooting and waiting lines clearly marked out.

26.4 Prior to commencing

- The instructor in charge of the activity (regardless of if another instructor had set it up) is responsible for the setup and checking the activity is set up correctly.
- The following list is tasks required before the activity can start:
 - Collect equipment for the activity from a member of BCAC Staff.
 - Check bows, arrows and targets are in good condition, report any damaged equipment to the Duty Manager.
 - Set up the range, ensuring the arrows cannot stray into other campsites etc.



26.5 Safety Rules

- Adult in charge to state the safety area including that the participants need to stay there when not doing the activity.

- Instructor to show participants how to put on the arm protectors/bracers and then they need to be checked by the Adult in charge
- Instructor to explain the safety rules.
- Don't distract those shooting.
- If anyone shouts 'STOP' lower the bow, put the arrow back in the quiver, place the bow down and step back.
- Never step past the shooting line unless instructed to do so by the instructor in charge.
- Ensure the bow points down the range at all times
- Only aim at the targets

26.6 Demonstration

- Adult in charge to demonstrate how to load the bow with the arrow placed correctly.
 - How to stand, aim and shoot.
- Adult in charge to show how to retrieve arrows if appropriate to the group, ensure the group are aware they need to walk down the centre of the range to avoid walking into arrows in the targets.

26.7 Rounds of Shooting and Games

- This section is entirely up to the instructor and the ability of the group.
 - The first round may take longer whilst participants get to grips with the process and the instructor coaches them.
- Once the group are confident, games can be introduced.

26.8 During the Activity

- There must be at least one adult with the group to assist with group control. This may be a Teacher, Leader or other helper.
- A Safety briefing must be made to the group by the adult in charge, outlining the rules of the range, how to shoot safely and how to retrieve arrows safely.
- Participants must wait in the designated waiting area at the back of the range and may not enter the shooting area until told to do so.

26.9 After the Activity has ended

- Activity equipment to be returned to a member of BCAC Staff.
- Report any breakages or damage to BCAC Staff.

27. Soft Tomahawks



27.1 Overview

- A safer form of tomahawk throwing that uses tomahawks suitable for younger.
- The equipment needed to run this activity can be collected from reception.

27.2 Location

- Soft Tomahawks may take place anywhere on site where the overshoot of arrows can be controlled, either inside a building, marquee or into an open area that isn't being used and can be roped off.



27.3 The Site

- Range cleared of any trip hazards.
- 3 targets allowing 6 people to throw four tomahawks per round.
- The adult in charge must be vigilant of any passersby or bystanders, although the arrows aren't dangerous, shooting of people is prohibited.
- Waiting area for participants to sit whilst waiting for their turn.
- Shooting and waiting lines clearly marked out.

27.4 Prior to commencing

- The instructor in charge of the activity (regardless of if another instructor had set it up) is responsible for the setup and checking the activity is set up correctly.
- The following list is tasks required before the activity can start:
 - Collect equipment for the activity from a member of BCAC Staff.
 - Check bows, arrows and targets are in good condition, report any damaged equipment to the Duty Manager.
 - Set up the range, ensuring the arrows cannot stray into other campsites etc.

27.5 Safety Rules

- Adult in charge to state the safety area including that the participants need to stay there when not doing the activity.
- Instructor to show participants how to throw the tomahawks safely and accurately.

- Instructor to explain the safety rules
- Don't distract those throwing
- If anyone shouts 'STOP' place all tomahawks on the ground.
- Never step past the throwing line unless instructed to do so by the instructor in charge.
- Only throw at the targets

27.6 Demonstration

- Adult in charge to demonstrate how to throw correctly.
 - How to stand, aim and throw.
 - Adult in charge to show how to retrieve tomahawks.

27.7 Rounds of Shooting and Games

- This section is entirely up to the instructor and the ability of the group.
 - The first round may take longer whilst participants get to grips with the process and the instructor coaches them.
- Once the group are confident games can be introduced.
- Scoring rules are up to you and the participants. Or...
 - 50 for red
 - 25 for white
 - 10 for blue

27.8 During the Activity

- There must be at least one adult with the group to assist with group control. This may be a Teacher, Leader or other helper.
- A Safety briefing must be made to the group by the adult in charge, outlining the rules of the range, how to shoot safely and how to retrieve arrows safely.
- Participants must wait in the designated waiting area at the back of the range and may not enter the shooting area until told to do so.

27.9 After the Activity has ended

- Activity equipment must be returned to a member of BCAC Staff.
- Report any breakages or damage to BCAC Staff.