

The Sports and Coaching Camp Business Guide

Approval and compliance tracker

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Use one row for each requirement. “Not needed” must have a reason and a reliable source, not a guess.

Topic	Authority or adviser	Exact question	Answer and evidence	Owner	Deadline or renewal	Status
Business classification	Contact	Question	Written answer	Name	Date	Status
Camp or child-care approval	Contact	Question	Evidence	Name	Date	Status
Venue, fire, and occupancy	Contact	Question	Evidence	Name	Date	Status
Employment and payroll	Contact	Question	Evidence	Name	Date	Status
Sport and specialist activity	Contact	Question	Evidence	Name	Date	Status
Health and food	Contact	Question	Evidence	Name	Date	Status
Access and privacy	Contact	Question	Evidence	Name	Date	Status

Topic	Authority or adviser	Exact question	Answer and evidence	Owner	Deadline or renewal	Status
Tax and consumer terms	Contact	Question	Evidence	Name	Date	Status
Transport or overnight service	Contact	Question	Evidence	Name	Date	Status

Opening blockers
Unresolved requirements that prevent selling or operating

Final approval owner
Name and date