

The Sports and Coaching Camp Business Guide

Attendance and release record

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

Camp / programme

Prepared by

Date

Private operational record. Keep it away from public view.

Offering, date, group, and responsible staff

Details

Participant or approved internal ID	Expected status	Arrival time and receiving staff	Transfers and receiving staff	Departure time	Authorised collector or approved self-release	Releasing staff
Record	Expected/absence confirmed	Time/name	Time/group/name	Time	Verified record	Name

Named count checks

Time, location, responsible staff, result

Secure source for pickup permissions

Reference

Final reconciliation

Everyone accounted for; exceptions resolved; lead/time

Exceptions

Absence follow-up, early departure, changed pickup, unresolved concern

Secure source for necessary health instructions

Reference

Do not add visible columns for diagnoses, custody disputes, scholarships, or detailed medical instructions. Access those through the appropriate private record.