

The Sports and Coaching Camp Business Guide

Daily opening and closing checks

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

Camp / programme

Prepared by

Date

Date, site, and lead

Details

Before opening

- ☐ Required approved staff are present, with breaks and backup covered.
- ☐ Site, equipment, exits, toilets, water, and emergency access have been checked.
- ☐ Weather and air-quality decisions are current.
- ☐ Rosters, necessary care plans, and authorised pickup information are current.
- ☐ Emergency supplies, medicines, communication, and safe shelter are accessible.
- ☐ Staff know changes, boundaries, and stop rules.
- ☐ Arrival area and verified handover process are ready.

Unresolved issue and decision

Fix, restrict, delay, or close

Before leaving

- ☐ Every participant is accounted for and safely handed over or released under an approved plan.
- ☐ All used spaces and vehicles have been checked under the relevant procedure.
- ☐ Medicines, equipment, keys, cash, and private records are secured or handed over.
- ☐ Incident records and urgent notifications are completed or assigned.
- ☐ Cleaning and venue closing duties are done.
- ☐ Tomorrow's hazards, staffing changes, and customer updates have owners.

Lead sign-off

Name/time

A critical unchecked item is a decision point, not a box to tick later.