

The Sports and Coaching Camp Business Guide

Shift and coverage map

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

Camp / programme

Prepared by

Date

Use a separate line whenever the group, activity, space, or responsible adult changes.

Time	Group and space	Approved participant limit	Required roles	Assigned approved staff	Break or absence cover	Handover owner
Block	Group/site	Limit and basis	Roles	Names	Name/plan	Name

First-aid lead and backup

By period

Safeguarding lead and alternate route

Details

Arrival and late-care cover

Details

Specialist activity cover

Details

Emergency test

Who keeps the other groups safe?

Toilet, changing, and support arrangements

Approved plan references

Absent-person test

What changes when one person is absent?

Stop rule

Activities that pause when required cover is missing

Do not count the same person as available in two places at once. This form does not supply a legal ratio.