

The Sports and Coaching Camp Business Guide

Staff onboarding and training record

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

Camp / programme

Prepared by

Date

Staff member and role

Details

Approved start date

Date

Requirement	Evidence or completion date	Expiry or review date	Checked by
Agreement and worker-status review	Record	Date	Name
Required screening	Approved record reference	Date	Name
Required sport and first-aid credentials	Record	Date	Name
Safeguarding and reporting	Training/demo	Date	Name
Attendance and release process	Demonstration	Date	Name
Site emergency and weather plan	Practice	Date	Name
Health-information access and privacy	Training	Date	Name
Role-specific equipment and lessons	Demonstration	Date	Name

Access granted

Systems and minimum needed permissions

Buddy or supervisor

Name

Tasks not yet authorised

Restrictions

First review date

Date

Departure checklist owner

Returns, account removal, record handover

Keep sensitive check results in the approved personnel file, not the general staff roster.