

The Sports and Coaching Camp Business Guide

Venue visit and agreement check

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

Camp / programme

Prepared by

Date

Venue and exact spaces

Name, address, field or room

Authorised commercial use

Evidence

Access

Arrival, toilets, changing, step-free routes, parking, transit, signs

Emergency access

Entrance, keys, route, address, phone signal, AED access

Contract checks

Dates, setup hours, storage, cleaning, damage, deposit, cancellation, insurance, responsibility for equipment

Approved backup

Actual space or cancellation plan

Visit date and operating hours checked

Details

Approved participant and staff limits

Evidence and any group restrictions

Utilities and shelter

Drinking water, food storage where needed, shade, safe weather shelter, indoor-air plan

Shared-use risks

Other users, open gates, vehicle routes, public access

Unresolved defects

Issue, owner, fix date, effect on use

Decision

Accept, accept only after fixes, or reject

Signed off by

Camp lead and relevant qualified reviewers