

Day As A Head Coach (HC)				
7:45am	Arrive at Camp and find other coaches	Check with centre staff for any changes for the day e.g. leisure centre staff.		
7:45m-8am	Confirm which Coaches are on lates. Lates should be sorted in the days prior to avoid staffing issues.	Other coaches begin equipment counts and photos, should be done by 8:30am. Send the counts and photos to the HC via whatsapp.	Prepare tablet and daily sheet	Put confident/ experienced staff member on sign in for 8am. HC is then free to oversee everything whilst the children arrive.
8am	Children start to arrive	If HAF is running take HAF food orders as the children arrive		
8am-9:30am	Remaining Coaches to be engaging with groups of children	HC completes morning checks online form.	Other coaches are assigned groups for the day e.g. football, dance and multisports.	HC oversees coaches engaging with children and any issues on sign in.
9:30am	Tidy up free play equipment, finalise sign in	Complete register with the children and go through rules of the day e.g. behaviour, cleanliness.	Introduce the other coaches and split the children into their chosen groups.	If HAF is running send HAF food order via whatsapp
9:30am-10:45am	Session 1	If HC is coaching - have a contingency in place to free up coach/HC if necessary e.g. combine groups if there is a serious	If HC is not coaching - oversee all the sessions to ensure a smooth running of camp. Complete any tasks that haven't been done so far.	
10:45am-11am	Break	Organise the coaches so children are sanitising/washing hands before food and there is a toilet run at the start and end of break.	Get a quick debrief from each coach to ensure their session/kids were OK. Ensure any accident slips have been completed and uploaded.	If staff need to leave the room/location, then ensure there are at least two coaches watching the children at all times.
11am	Tidy up any equipment or litter and prepare for next session.	Ensure the coaches know what they are doing for the next session.		
11am-12pm	Session 2	If HC is coaching - have a contingency in place to free up staff/ HC if necessary e.g. combine groups if there is a serious injury, equipment	If HC is not coaching - oversee all the sessions to ensure a smooth running of camp. Complete any tasks that haven't been done so far.	If HAF is running, coach gets HAF food. Plan the sessions accordingly for a missing coach.

12pm-12:45pm	Lunch Break	Organise the coaches so children are sanitising/washing hands before food and there is a toilet run at the start and end of break.	Get a quick debrief from each coach to ensure their session/ kids were OK.	If coaches need to leave the room/ location, then ensure there are at least two coaches watching the children at all times.
12:45pm	Second register of the day	Tidy up any equipment or litter and prepare for next session.	Ensure the coaches know what they are doing for the next session.	
12:45pm-1:45pm	Session 3	If HC is coaching - have a contingency in place to free up staff/ HC if necessary e.g. combine groups if there is a serious injury, equipment	If HC is not coaching - oversee all the sessions to ensure a smooth running of camp. Complete any tasks that haven't been done so far.	
1:45pm-2pm	Break	Organise the coaches so children are sanitising/washing hands before food and there is a toilet run at the start and end of break.	Get a quick debrief from each coach to ensure their session/ kids were OK.	If coaches need to leave the room/ location, then ensure there are at least two coaches watching the children at all times.
2pm	Tidy up any equipment or litter and prepare for next session.	Ensure the coaches know what they are doing for the next session.		
2pm-2:45pm	Coaches Challenge/ Session 4	If HC is coaching - have a contingency in place to free up staff/ HC if necessary e.g. combine groups if there is a serious injury, equipment	If HC is not coaching - oversee all the sessions to ensure a smooth running of camp. Complete any tasks that haven't been done so far.	
2:45pm-3pm	Tuck	Ensure a coach is ready with the tablet on sign out for 3pm.	Ensure the children's bags are packed and they are ready for sign out.	
3pm-4:30pm	Pick Up Time/free play/film time	Tidy Camp - empty bins, brush litter, flush toilets. Ensure there is no lost property,	Complete Daily PM Checks and any outstanding first aid form submissions	Count up the money from tuck/LP, charge speaker and radios if required
4:30pm-6pm	Late Shift	Finish tidying up if anything is outstanding	Close up/lock away equipment ready for tomorrow	