



SPORT CAMPS

DAILY STAFF CHECKLISTS

The Multi Sport Camp program will be hosted taking into consideration the COVID19 guidelines. It is absolutely necessary that the following daily checklists are followed:

DATE: _____

PRIORITY AREA	TASK	WHO	DONE
Getting Ready	Promote sport camp week/weekend (posters, radio, announcements in school, etc.		
	Have a final registration deadline		
	Coordinate who will do what.		
	Keys...Make sure you have keys for the school (if needed)		
	Identify "supervisor".		
	Bring equipment for the week to the school.		
	Identify one person to take photos during the week.		
Set Up	Set space up for a maximum of 25 people in the venue at one time. This includes all staff and volunteers		
	Make sure all equipment needed is put out in advance of participants arrival.		
	Have tracking forms for each day ready. Identify one person to keep all tracking forms.		
	Put out hand sanitizer, wipes and masks.		
	Get water bottles and t-shirts.		
Arrival and Departure	Designate an enter and exit area.		
	Greet participants upon arrival.		
	Ensure no hugging, high fiving, handshaking.		
Food and Water	Purchase individually wrapped items only: granola bars, etc. (Supervisor)		
	Participants MUST bring their own bottles of water. Have marker available to put names on water bottles.		
Cleaning	Identify who is cleaning equipment, washrooms, benches, etc.		



SPORT CAMPS

	Have cleaning supplies on site: soap, bleach, rubber gloves, buckets.		
	Confirm who will be the washroom cleaner (after every use).		
	All equipment, tables, chairs MUST be cleaned after each session, daily.		
Meetings	The "team" should meet at the end of each day to evaluate how things went.		