

Overtime Athletics Camp Open/Close Procedure

OPEN:

- Team Meeting/ Daily Schedule (ideas and segment board review)
- Set Up and Organize Camp Desk
- Draw Up Highlight Board
- Set Up and Organize Equipment and Free Play stations (equipment safety check)
- Put Out Trash Cans
- Put Out Lost and Found
- Set Up Scoreboard Clock / Music System (where applicable)
- Sign Ins
- Organize Camper Gear/Backpacks/Water Bottles/Lunches/Jackets

CLOSE:

- Sign Out
- Follow Up On Parent Questions
- Equipment Clean Up and Storage
- Camp Desk Break Down and Storage
- Store Lost and Found
- Trash Walk Around
- Take Popsicle Count (where applicable)
- Lock Up Office/Facility/Gear (where applicable)