

PACKING DOWN YOUR CAMP

EQUIPMENT



dry equipment

Dry all swim and "Wet Wednesday" equipment as thoroughly as possible. Deflate armbands. If items have not dried, place them in a red bag and seal it with a cable tie. Dispose of all used swim caps at the venue; do not return with equipment.



deflate all balls

Use the ball pump needles to deflate all balls and pack them away into the provided ball bags.



broken equipment

If equipment is broken beyond repair (e.g., a popped ball or snapped racket), please dispose of it at the venue. For other damaged items, place them in the 'damaged' bag in the Manager's Box, seal it, and return with the equipment.



uniform

All uniform usage must be recorded in the uniform log. Extra or unused uniform should be stored in the manager's box or packed in a holdall to be returned.



lost property

Place all lost property in the red "Lost Property" bag, label it, and leave it at the venue. Items will be destroyed by the venue two weeks after the camp ends. **Do not return with the equipment.**



paperwork & phone

Collect all the required documents and place them inside the yellow mailing bag, using the list on the bag as a reference. Log out of all personal apps on the camp phone, power it off, and return it along with the charger in the manager's box. Finally, seal the envelope and take it to the local post office.



empty all bags of rubbish

Clear all rubbish from coaches' bags and boxes, place it in the provided black bin bags, and dispose of it at the venue.



pack away equipment

Follow the checklist on each holdall tag (or the camp checklist on the manager's portal) and neatly pack all equipment into the correct holdalls. Ensure all bags are zipped shut. When packed properly, all equipment will fit in the designated holdalls.



clean up

All remaining 'Arts & Crafts' resources can be taken home by coaches or donated to the venue. Make sure all areas you've used are clean and free from mess. Remember to speak to our venue contact to get them to sign off the venue check sheet in the manager's folder.



finished

All equipment should be left where the venue assigns. Please leave it as neat as possible for our couriers to collect.



SETTING UP YOUR CAMP

EQUIPMENT



equipment

Make sure all equipment is there by using the camp checklist located on the managers portal, or inside the managers folder. Anything that is missing should be reported to your regional manager or head office representative.



uniform

Hand out any assigned uniform to your staff team. All uniform used must be recorded in the uniform log. Extra or unused uniform should be stored in the manager's box or packed in a holdall to be returned with the camps equipment.



designate space

Set up a dedicated space for all your equipment and organise it by sport, assigning specific areas for each. This allows coaches to easily find their equipment between sessions, keeping the space tidy and improving the flow of activities.



inflate balls

Use the ball pump needles (located in the managers box) and stirrup pumps to inflate all balls. Pack them into the ball nets and ball sacks to separate between the different sports.



fin flags

Assemble the fin flags provided with the equipment using all the poles included in the bag. If the flags are outside during camp, ensure they are properly weighted to prevent them from falling over.



registration

Find a space that you are happy to host as registration (the venue information document will suggest the best place for this). Set up a table with all relevant paperwork to ease drop offs and collections!



posters

Complete the relevant posters for the week using the provided posters in the poster tube. Be sure to display them prominently around the registration area so all members can easily see them during drop-off and collection. Don't forget, any important information about camp can be made into a poster using the blank Kings Camps posters.



manager's folder

Spend some time completing all the paperwork in the managers folder to ensure everything is filled in and up to date before camp starts. See the managers portal for copy's of this paperwork if you need any other sheets printing off.



signage

Be sure to set up the welcome signs and arrow boards from the holdalls to help guide members to registration. Make sure all entry points, like walkways and roads, are clearly marked so everyone knows where to go! Try to put our banners outside the front of the venue where possible so we're even more visible.



phone & radios

Turn on the camp phone and take some time to familiarise yourself with the apps. Once the phone is handed over to the Camp Manager, they will be responsible for keeping it safe and ensuring it is returned along with the rest of the camp equipment. Make sure to stagger-charge the radios throughout the week to ensure each one has enough battery life when needed.



all set up!

By following all the of the above, camp should be ready to go!



Any questions please contact the Kings Active Foundation Operations Team

✉ operations@kingsactive.org

☎ 0114 263 2150