

## **MS Sports Coaching Holiday Camp Procedures @ Cumbria University Sports Complex**

### **Pre-Holiday Camp Procedures:**

Please make sure you read this document carefully and understand the procedures in place. If these procedures are not followed, you and your child will no longer be allowed to attend Holiday Camps and no refund will be issued.

### **Signing in and Out:**

When parents arrive, we will register the children inside the Sports Complex. You will need to sign in at the Registration Desk. Please make sure if you are paying on the first day of camp, you have your card ready to pay. This will help speed the process up. Each child will be given a URN (Unique Reference Number), this number will link back to your child on the register and you will need to quote this number on collection. The registration process may take a little longer than normal, if we are busy so please be patient. Once registration has been completed, children will head into the sports hall to meet the coaches. Parents will be asked to exit through the main doors to the Sports Complex; please note that parents will not be allowed to enter the Sports Hall.

When you collect your child, you will be required to sign them out with the head coach who will be at the registration desk. You will need to quote your child's name and their URN number when you get to the desk. Once you have signed your child out at the registration desk, you will head through to the Sports Hall, where the children will be sat waiting. You will then tell the coach who you are collecting and you can collect your child. You will be asked to head out of the fire exit at the back of the sports complex. Again please be patient as this process may take longer than normal, but it is important we keep everyone safe.

**Please don't walk around the side to collect your child, you must sign them out first!**

### **Early Drop Off & Late Pickup:**

For those that have booked Early Drop Off and Late Pickup's, you will need to head straight to the Sports Hall by following the signs. Please make sure you Sign In/Sign out with the head coach. Sign in and Sign out procedure will be the same as above.

**Payments:**

Payments on camp will need to be made on your first day of camp. Whether you have decided to pay 'Bank Transfer' or 'Card on First Day of Camp'. All booking payment will be due even if you have multiple bookings. Failure to pay will mean your booking may be terminated.

**Rules:**

At the beginning of each day the children will be sat down, and the rules will be explained to them. If a child continues to break the rules, parents will be contacted and asked to collect their child. There will be no refund available in these circumstances.

**Equipment Needed:**

- Packed Lunch
- Drink (Refillable bottle)
- Sun Cream
- Coat
- Tuck Shop Money (Optional)

**Cancellations:**

If you wish to cancel your booking, you will need to do this no later than the Sunday before camps start. If you cancel before the camps start we can happily offer you a full refund. If you wish to cancel after the camp starts, there will be a £10 charge for day's cancelled. If you do not let us know before 9.30am on the day you are due to attend, the full amount for your booking will be charged. Failure to pay will mean your account will be suspended until balance is paid.

**Thank You:**

I would like to thank you for reading this document, it is important that everyone knows the procedures for the camps, so we all stay safe.