



## Overview of Camp Manager(s) Role

- Check menu before camp (this will be provided for you).
- ST will do a grocery shop before camp but there will need to be some trips to the supermarket during the camp (this will be oncharged to Swimming Taranaki's account).
- Check Consent Forms for Allergies and Medical Requirements  
There is no A&E or Emergency Doctor in Stratford, if there is a serious injury you will need to call the parents and either have them collect their child or arrange to meet the parents at A&E in New Plymouth or Hawera (depending on where the child is from).
- Bag up lollies for the swim sessions – approx. 6 per bag.
- Have Chocolate Bars for prizes (Swimmers of the Session) – this will be under the direction of the camp coach.
- At Check In, help with room allocations, take any medicine that may be required, etc.).
- Place the rooming list in the foyer of the hostel so kids/parents can take their bed sheet (usually on the couch in the foyer) and gear into their rooms.
- Place the Camp Schedule list in the foyer.
- Kitchen manager can begin receiving food contributions into the kitchen and placing them into the chiller or on the far bench.
- Once everyone is in room, have a debrief – camp guidelines (Fire Drill – meet in main carpark & make sure you find your room buddy in the carpark, no swapping mattresses, stay in allocated hostel areas only, towel drying, etc.)
- Make sure at each meal, the parents rostered on know what they need to prepare and when it needs to be ready, also make sure they have all the food they require – you will need to top up continuously over the camp on bread, banana's, fruit, etc.
- For the first breakfast you will need to be in the kitchen 30 minutes before the kids to make sure everything is out and ready (don't cook the toast until a couple of minutes before they arrive). Wake the kids 15 minutes before their first breakfast.
- Everyone runs to the pool, preferably one adult in front with faster kids and one adult at the back with the slower kids (the bags go to the pool in the Coach's car).
- After pool training, you, or someone you have delegated, will run or walk back to the hostel with the kids (bags go in the Coach's car)

- Free time/rest – no swapping rooms, or visiting other rooms during this time (try to have a parent in the hostel during the rest time to make sure nobody is playing around and disturbing others).
- Before lunch there will be a dryland training at ST Mary's High school gym, the kids will then have lunch before running to the pool for the afternoon training.
- After dinner the kids will chill out for about an hour and bed is at approximately 8.30pm'ish.
- We will have access to the hostel laundry to dry towels in between swim sessions.

Items enclosed with the Camp pack will be;

- consent forms which will have each swimmer's emergency contact details and illness/medicine/dietary issues.
- Parent help roster
- Daily schedule
- Rooming roster\* (usually completed by coaches)
- Daily menus
- Camp attendance list
- Food contribution list (if applicable)
- Dishwasher & oven instructions
- Camp certificates
- Health & Safety documentation