



# Master Coordinator Manual

TAC Sports Summer 2016

- 1) **Responsibilities**
- 2) **Coordinator Package**

## The Co-ordinators' Main Responsibilities:

- 1) **Location Preparation and Set - Up**
  - a) Soft Opening
  - b) Emergency Action Plan
  - c) Orderliness and Cleanliness of Location
  - d) Proper Signage
  - e) Make sure all equipment is maintained
- 2) **Quality**
  - a) Lesson Plan Collection and Approval of Quality
  - b) Student Manual collection and hand-outs
  - c) Non-partial coach assessment given back to the directors on a weekly basis
  - d) Developing Client relationships + Communication with Parents
  - e) 80% of children returning for a second week in the summer
- 3) **Safety**
  - a) Sign-in, Sign-out
  - b) Communication
  - c) Emergencies
  - d) Discipline
  - e) Proper first aid kit maintenance and equipment
- 4) **Financials**
  - a) Payroll Tracking
    - i) Ensuring everyone gets 15 minute break in the morning and 30 minute break in the afternoon
  - b) Money Collection (Who has yet to pay)
    - i) Online Invoice (Sent by HQ)
    - ii) Cheques
  - c) Making sure Merchandise is delivered
- 5) **Food Policy**

## 1) Location Preparation and Set Up

### **Soft Opening:**

A soft opening is a pre-run of the facility the day before camp starts.

This allows us to:

- **Equipment:** Bring all the equipment in and set up as if it was the day of camp and prepare for a magical experience.
- **Hazards:** Become familiar with the location and any potential hazards/risks
- **Emergency Action Plans:** Review Emergency Action Plans and Procedures
- **Inclement Weather:** Review Inclement Weather Action plans
- **Food:** Identify where snack and lunch are going to be eaten
- **Shade:** Identify the shade areas to avoid the summer sun
- **Knowledge:** Introduce the location to all of the coaches and have them learn the location

### **Emergency Action Plan:**

- The location is set up with the:
  - First Aid Kit location Known by everyone
  - Emergency Exits
  - Maps posted up at location

### **Cleanliness**

- **Bag Storage:** Ensure that bags are stored safely and neatly once the children come into the location and are kept neat and tidy throughout the day.
- **Daily Clean Up:** Make sure everything is clean and stored properly on a daily basis

### **Proper Signage**

- **Clearly Identifiable Areas for the Camp:** Each camp is immediately identifiable as a TAC Location and has clearly mapped signs around the location.
- **Knowledge of the Boundaries:** Students and Coaches know the boundary of the camps and actively work to make sure that the location of the camp is known.

### **Equipment Maintenance:**

- **Inventory List:** Each location will have a specific inventory list that the coordinator will be required to maintain.
- **Equipment:** Equipment will be properly maintained and stored in every location

## 2) Quality

- **Lesson Plan Collection:** Prior to start of every session, the coordinator will collect and approve all the lesson plans for the various groups from the TACStar, Adventure Camp, and L.I.T programming.
  - Coordinators are responsible for knowing the lesson plans and ensuring that the plans are going smoothly.
  - Coordinators are responsible for identifying when programming is not going properly and correcting it as soon as possible.
- **Student Manual Collection and Redistribution:**
  - Coordinators are responsible for distributing the student manuals to the appropriate coaches and students at the beginning of the camp week.
  - Coordinators are responsible for collecting all of the books and redistributing them before lunch
- **Coordinators are Responsible for ensuring Coaching Quality and WOW Factor:**
  - Coordinators will be responsible for reviewing the coaches every day and giving them tips to be more effective and better coaches.
  - Coordinators will submit a review for a head and junior coach with the aim to provide feedback that can improve them.

## Registrations

- Coordinators are responsible for boosting the numbers at their location for the summer, ensuring that they have 80% return.
  - Coordinators can do this by ensuring parents know about the next session and delivering and a WOW experience through quality.

### 3) Safety

#### a) Sign-In, Sign Out

- **Roles and Positions for Sign out** : Coordinators are responsible for ensuring that the sign-in and sign out have clearly identified positions according to their original schedules.
  - Sign in Coaches
  - Floaters
- **IDing Parents**: Coordinators are responsible for ensuring that everyone is ID'd at the point of sign in regardless of who they are to ensure the proper safety and pick up
- **Beforecare and Aftercare**: Coordinators are responsible for clearly identifying the children who are in before care and aftercare and who aren't

#### b) Communication

- Walkie-Talkies Make sure that you have full walkie-talkie communication with anyone outside your direct line of vision at all times.
- As coordinator you should have full communication with anyone at any time

#### c) Emergencies

- Coordinators should know the full emergency action plans and procedures per location including where:
  - Fire/Ambulance Services can come in case of emergency
  - Who to call on location and who to call in terms of directors

#### d) Discipline

- Coordinators are in charge of full site discipline, with the head coaches bringing any student that is badly misbehaving to the coordinator.
- **Incident Report**: The coordinator is responsible for making sure a proper incident report is filled out for any incident, however minor, that occurs.  
**<https://tacsports.ca/medicalconflict-form/>**
- **Sending Children Home**: Physical or verbal abuse and activity are absolutely not tolerated at Camp. Students will be sent home immediately with an explanation and report to the parent and will lose their privilege to be at camp. Students will be refunded.

#### e) First Aid

- **Fully Stocked First Aid Kit**: Coordinators are responsible for ensuring that the first aid Kit is fully stocked with all of the requisite components.
- **Ice Packs**: Coordinators are responsible for ensuring ice packs are at every location
- **Incident/Injury Report**: Whenever there is any incident where the child has come under physical duress, even the most minor, coordinators are responsible for filling out an injury report at the following: **<https://tacsports.ca/medicalconflict-form/>**

#### 4) Financials:

##### a) Payroll Tracking:

- Coordinators are responsible for clearly tracking payroll on their sign in sheets by having the coaches sign in and sign out on a daily basis.
- Coordinators are responsible for ensuring that coaches maintain their breaks in both snack and lunch and do not leave campus.
- Lateness is deducted and payroll is tracked to the 15 minutes. If a coach is late by 1 minute, they are deducted 15 minutes.

##### b) Money Collection:

- Coordinators are responsible for:
  - Identifying parents who have yet to pay
  - Collecting information and submitting it to the directors on before or aftercare, refunds ]
  - Collecting Funds through
    - Telling HQ to send an online invoice
    - Collecting the cheque for the appropriate amount to be delivered to the directors at the end of the week

##### c) Merchandise and Slow Motion Videos

- Coordinators are responsible for:
  - Ensuring that everyone who paid for merchandise or add-on's like slow motion videos

##### d) Lost Merchandise or Student Handbooks

- Students who lose their handbooks need to buy another one for \$10.00.

#### 5) Food Policy:

- **Everyone at camp:** All coordinators, coaches and students will be receiving food delivered by Kids Kitchen. Coordinators and coaches will not be able to leave the campus but will be able to go to specific break areas. Volunteers will also be getting food.
- **Quality:** This is mandated because of potential coach tardiness due to outside factors that could ruin the quality of camp.

# Co-ordinator Package

## Binder

1. Lesson plans
2. Specific Sport Lists
3. Attendance Sheets (Sign In/Sign Out)
4. Before Care/Aftercare Sheet
5. Allergies Sheet
6. Merchandise Sheet
7. Injury Sheet (For Co-ordinators)
8. Coaches Assessment Sheets (For Co-ordinators)
9. Emergency Action Plans by Location
10. Location Map

## Package

1. Student Handbooks
2. First Aid Kit
3. Extra Ice Packs (Breakable)
4. Extra Towels in case of Inclement Weather
5. Extra Raincoats in case of inclement weather
6. Walkie-Talkies for Every Location
7. Additional Adventure Programming Materials (Such as drawing materials)

## Coordinator Attire

1. Coordinator Shirt
2. Appropriate Athletic Wear
3. TAC Sunglasses