What to expect when Coaching at a Full Of Beans Activity Camp!

Congratulations on being chosen to represent Full Of Beans at one of our unique Holiday Camps.

The camp is designed to promote fun and excitement for both children and staff and within a fun and safe environment.

You will have many responsibilities within the camp to ensure that it is as efficient as possible at creating memories and theatre during the week.

The camp day is split either side of Lunch with morning sessions and afternoon sessions either side.

You will have been chosen to Coach for a a full day (9-3pm). Although there are many similarities between what is expected during a morning and an afternoon, there are also a few differences. The main breakdown of the day structure is listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Morning Roles** | **Who** | **Afternoon Roles** |  |
| Set up 8.45am & Sign in 9am | CM & LC  |  |  |
| Free Play 9-9.30am(main hall) |  LC | Lunch 12.15-12.45pm | LC & CM |
| Morning Welcome 9.30am |  LC | Reflect,Lunch Quiz & Joke  | LC |
| Warm Up Games 9.50am |  LC |  |  |
| Main Activity 10.10-11.10am |  CM&LC | Outdoor Structured Free Time 12.45pm- 1.15pm | LC |
| Morning Snack Break & Score Update11.10-11.25am |  LC | Main Activity 3 ,1.15-2.15pm | LC & CM |
| Main Activity 2 11.25-12.15pm |  LC & CM | Final scores, quieter play, fre play then Tidy & Home time | LC & CM |

Stickers, picking of new Kings and queens should take place with children sitting back at tables after:

Warm up games

Main Activity 1

Main Activity 2

Main Activity 3

The Lead Coach is to take responsibility of managing the children during scoring / stickers & kings and queens

For Lunch time the Lead coach stays with the children at all times which allows the Camp manager the capacity to clear up,empty bins and deal with any issues.

The full and in depth schedule will be visible at all times from within the camp hall and in the camp file. This will have the list of all activities as well as the timings of each event.

**Camp Rules and Morning Talk – led by Lead Coach under direction of Camp Manager where necessary:**

The camp talk is divided into 3 main categories:

Safety, Behaviour and S.P.E.E.D

Safety-

* Fire Assembly Point and Evacuation Procedure
* Phone and Tablets not permitted to be used on site
* Food not to be shared under any circumstance
* Remaining in sight of a member of the coaching team at all times

Behaviour-

* No Swearing
* No Bullying, Verbal or Physical
* No Fighting, Hurting or Physical Harm
* No Excluding People from Games
* No Ignoring or Refusing to Follow Instructions

SPEED-

Our Camp values and how we present ourselves at a Full Of Beans Camp

**S**portsmanship

**P**rogression

**E**nthusiasm

**E**ngagement

**D**iscipline

Speed is to be discussed and elaborated on as well as the points scoring and team system. Children will be made aware of the team they will be representing for the day and any new additions will be welcomed into their new teams.

**See the next page team instructions and procedure**

**Scoring System and Certificates**

For the duration of the day the children will compete amongst each other to see who can earn the most points.

Throughout the day children will participate in a number or sports, challenges and events. For each activity they will receive a score for how well their team had achieved. For example, if a team wins 1-0 it could be worth 100 points for their team however, if they lose they may only receive 50 points. Children from different house teams will be playing alongside each other so the scoring is often very close.

Aside from the team score the children will also receive what is known as a S.P.E.E.D score

Speed stands for:

**S**portsmanship

“I have respect for the opposition, the game and the coaches”

**P**rogression

“I can improve within an activity and apply new skills”

**E**nthusiasm

“I will go into every activity with a clear and positive attitude”

**E**ngagement

“I will be focused on the activity and strive to give my best”

**D**iscipline

“I play to the rules and am a reliable member of my team”

SPEED is the foundation for everything positive that we look for at camp and is a statement of what we expect from the children.

After the children have been scored for their performance they will receive extra individual points based on their individual attitudes.

**What are my primary non-coaching roles- assisting the Camp manager**

As a site leader your roles will include,

1. **Maintaining the safety and visual look of the venue – as you work**

Being alert to any spillages or debris that might impact the feel or safety of the venue and taking appropriate action when required

1. **Completing Risk Assessments each morning- directed by camp manager**

Found within the **camp folder** each section of the risk assessment must be completed and signed of each morning. This is to be done during the sign in of desks.

1. **Inspecting the quality of the equipment- as you work**

Alongside the risk assessment the equipment for the day should be collected and organised safely so that it is easily accessible when required

1. **Checking the toilets – as you work**

On the inside of each toilet door will be the timings of which the toilets will need to be checked. They must be checked for spillages, sufficient toilet roll, blockages and flushed toilets. Toilets must be flushed, cleaned and taps all turned off at the end of each day.

1. **Completing and assisting with certificates- lead Coach responsibility**

During the week the children will receive daily feedback about something positive they have done which is collected on a certificate.

**Common Policies**

Below are some of the likely scenarios that you may experience as a coach at camp and how to prevent them, or react should anything go wrong.

**Phones and Devices -** Phones and devices with cameras are not permitted at camp for child protection. In the morning staff phones must be securely locked away. They can be accessed at intervals.

**Visitors –** Any visitor not on rota, including Full Of Beans staff must sign in on the register at the main entrance to camp. Other visitors such as school staff members and contractors must also sign in (if in the same building) and show valid identification.

**Earrings –** We do not permit children to wear earrings during any sport. This is in line with Education Authority rulings and must be adhered to at camp. Children must be asked at the beginning of the day to remove them at sign in. This needs to be done at the beginning of the day when parents are present as if the child cannot remove them themselves, we are not permitted to do it for them. If the child cannot take out their earrings the parent must sign our earring consent form for them to be able to take part in activities with their earrings covered up (tap/plasters) and they take full responsibility for any consequences.

**Toilets and Accidents –** Children must be escorted to and from the toilet by a member of staff where possible . The staff member must wait outside and not enter. If you suspect a problem from within you must inform a second member of staff to enter with you. If the toilets are not in view of other staff members, children should be take in pairs/groups on toilet runs to avoid being left alone 1-1 with a child. If you have Junior Coaches they have to remain in ear/eyeshot of a Senior member of staff during toilet runs.Tell the children you are timing them and to hurry back.

**Fire Alarms –** At every venue there will be visible fire procedures for everyone to have access to. This will include what to do in the event of a fire alarm, and a unique meeting point valid for each individual venue.

**Bullying – Full Of Beans** has a zero tolerance on any form of bullying. Children are likely to have the occasional “disagreements” amongst themselves and this can be resolved quickly with a talk and a handshake. However, If you suspect a child is a victim of more direct and persistent issues it could be that the you must take further action.

The actions taken are dependent on the level of the offence and the frequency in which it takes place. Below are the steps to take in such situations.

1. Speak to the instigator of the negative attitude and separate the children from each other as much as you can.

2.Write down the timings of the incidents and the actions you have taken and discuss the ways to improve the behaviour of the instigator with them.

3. Remove the instigator from the games and activities until they can improve their attitude.

4. In extreme cases contact the parent immediately and explain that the child faces camp exclusion should the attitude not improve.

5. Speak to both sets of parents at the end of the day with the children present. Discuss a way to improve for future camp experiences and explain that camp does not accept such behaviour.

**Swearing –** Full Of Beans does not accept poor language at camp. Should a child make a remark then they are to be given a verbal warning about their conduct. Younger children may not understand that what they said is seen as wrong so bear this in mind.

Should they repeat the offence they will be reprimanded with exclusion from games and activities for a required time.

Should they make any further comments the parents will be called and the child can repeat what they have said on the phone.

**Racism –** Full Of Beans accepts no discrimination of anyone’s race or religious beliefs at any time. Comments can be deemed racist or offensive when children may actually be un-educated with what they said. You will have to make a decision based on the following:

How old is the child that caused the issue?

In what context was the phrase said and why?

Has there been any other situations towards other children of a similar nature?

If you feel the issue was caused by misguidance rather than malice, then it is your responsibility to educate the child on further conduct. Take note and **ALWAYS** explain the situation to every group of parents involved.