

PACKING DOWN YOUR CAMP

TIMELINE



deflate all balls

Use ball pump needles to deflate all balls & place into ball bags.



dry equipment

Dry out all swim & 'Wet Wednesday' equipment. Deflate & dry arm bands. If equipment is not dry, place inside a red bag & cable tie closed. All used swim caps need to be disposed of at the venue & should not be returned.



empty all bags of rubbish

Empty all rubbish from coaches bags & boxes. All rubbish to be placed in black bin bags provided. Dispose of at venue.



broken equipment

If a piece of equipment is broken & unable to be fixed (e.g. popped ball, deflating ball, snapped racket etc.) dispose of it at the venue. Any other damaged equipment should be placed in the 'damaged' bag provided in Manager's Box, seal & return with equipment.



excess uniform

Extra or unused uniform to be placed inside the Managers Box or packed inside a holdall.



pack away

Follow the information on the tags on the holdalls (or use the camp checklist) & pack all equipment neatly back into the correct bags & zip shut. All equipment will fit inside the allocated holdalls if done correctly.



fin flags and posters

Take down all posters & dispose of at venue. Camp specific documents (e.g. insurance certificates) to be placed in the Managers Box. Dismantle all fin flags, roll up camp banners & pack into the fin flag bags provided.



lost property

All lost property should be packed into the red 'lost property' bag, labelled & left at the venue. Do not return it to Kings Camps. All lost property will be destroyed after 2 weeks of the camp ending.



clean up

Remove all banners & arrow boards from the venue. Place signage in the correct holdall. Remove all used cable ties & dispose of at venue. All remaining 'Arts & Crafts' resources can be taken home by coaches or donated to the venue.



finished

All equipment should be left where the venue assigns. Please leave it as neat as possible, as you found it!



Any questions please contact the Kings Active Foundation Warehouse

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