

SOP

**STANDARD OPERATIONS
PROCEDURES**

I ADMINISTRATION

REGISTRATION

- Collect camper registration forms with emergency contact information, medical history, and any allergies.
- Obtain parental permission for participation, including photo/video release (if applicable).
- First come, first serve (48 campers) 24 males & 24 females per each camp.
- 4 camps (Primary, preparatory, secondary, Uni & Grads).

STAFFING

- Ensure staff have completed background checks and relevant certifications (e.g., CPR, First Aid, leadership camp).
- Conduct pre-camp training on all camp procedures, including safety protocols and emergency response.

II CAMP ARRIVAL & DISMISSAL

CHECK-IN/OUT

- Implement a sign-in/out system for campers with designated staff.

HEALTH SCREENINGS

- Conduct temperature checks and in-body for campers and staff.
- Have a process for isolating anyone exhibiting potential illness symptoms.

III CAMP ACTIVITIES

SAFETY FIRST

- Ensure all sports equipment is well-maintained and age-appropriate.
- Provide clear instructions and safety briefings before each activity.
- Maintain adequate adult supervision for all activities.

HYDRATION & BREAKS

- Encourage frequent water breaks throughout the day.
- Schedule regular rest periods to avoid fatigue or heat exhaustion.
- Have designated shaded areas for campers to cool down.

IV EMERGENCY PROCEDURES

EMERGENCY ACTION PLAN (EAP)

- Outline procedures for responding to medical emergencies, injuries, severe weather, or other incidents.

FIRST-AID

- Ensure a first-aid kit is readily available and staff are trained in basic first aid.

V ADDITIONAL CONSIDERATIONS

LOST & FOUND

- Maintain a lost and found for any misplaced belongings.

SUN PROTECTION

- Encourage campers to wear sunscreen and protective clothing.
- Provide shade tents or umbrellas for outdoor activities.

INCLUSIVITY

- Accommodate campers with different abilities and experience levels.
- Promote sportsmanship and teamwork throughout the camp.

VI DOCUMENTATION & REVIEW

- Maintain accurate records of camper attendance, health screenings, and incidents.
- Conduct a post-camp review to assess the effectiveness of procedures and identify areas for improvement.



THANK YOU FOR READING!

We're excited to have you join us on your next camp adventure! Get ready for unforgettable experiences and lasting memories.

HABIT