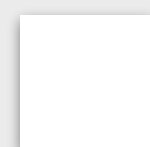


# Step 5 - Camp Week

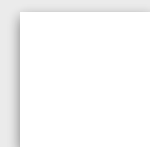


Please find listed below the recommended actions that you need to take during this step of implementation:



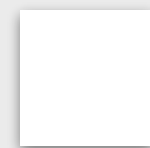
## Check Sign Up Information

You may have new participants sign up to your camp since communication week and you need to make sure all of these have had the important sign up information from each participant.



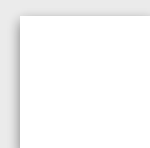
## Chase Sign Up Information

You should collect all the sign up information from your student prior to the date of your camp. You don't want to be dealing with all this on the day. Chase all of parents who received this documentation during communication week and ensure you have all food intolerance/allergy information if you are providing snacks/ lunch.



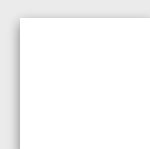
## Communicate Golf Camps Sign Up Information

Use the Golf Camps Sign Up template in the Golf Camps camp page. This should detail everything the parent needs to know about the camp and include further program information. You should also distribute as per the communication week the Junior Safeguarding Pack and JGA Parent Overview.



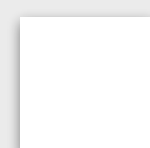
## Chase and Reconcile Payments

You need to ensure all participants have made payments for the camp and this is reconciled with your GLF. Connect system.



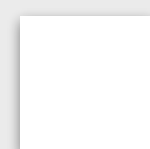
## Review Camp Plans

Navigate to the Junior Golf Camps page and download the Camp Plans which matches the type and duration of your camp. You can use this to plan your camp including the equipment you need and what you will need to do on the day. You can also use the library of resources to build your own camp plan.



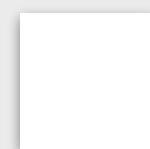
## Review your Camp Plan with your Venue

Make sure everything is in place for your camp by ensuring you have your golf course access organised and space to hold the end of the camp award ceremony as well as practice facility access.



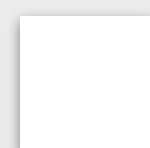
## Print your Lunchtime Activities and Team Scorecards

We recommend you print the lunchtime activities so you can plan for any unexpected poor weather and have these resources to hand. This resources also includes the Team Flag which should be completed at the start of the week as well as distributing the team scorecards for your week long competition.



## Organise your Camp Awards

Your camp may include a short award ceremony to recognise success of those involved in front of their family. You should organise your camp awards.



## Organise your Promotional Material

A key part of the camp is providing parents with promotion material about your Junior Monthly and Junior Camp programs. Make sure you have this ready for your camp to distribute to those attending.