



UKWA Class Association House Parent Checklist



Initial set up	Received Head Coach contact details					
	Received attendance list					
	Received accommodation and catering details					
On arrival	Meet Head Coach					
	Read House parent info and UKWA supervision guideline policy					
	Planned start/end times for sessions					
	Planned transfer arrangements					
	Planned handover arrangements					
	Assessed need for additional shore side support					
	Received Medical details					
	Received Emergency Contact details					
	Exchanged contact details					
	Met main venue contact					
	Obtained hospital information					
During the day	Introduced to sailors at briefing					
	Be on call to assist ill or injured squad member					
	Co-ordinate shore side support if required					
During the evening	Oversee handover					
	Remind sailors of rules and behaviour expected					
	Confirm accommodation arrangements					
	Outline transfer arrangements					
	Confirm schedule for next day					
	Confirm wake up, breakfast and return transfer schedule					
	Organise transfer groups					
	Oversee transfer					
	Check sailors have arrived					
	Account for missing sailors					
	Monitor behaviour standards					
	Remind sailors of curfew time					
	Junior: In bed by 9:30, lights out by 10pm at latest. Youth: In bed by 10.30pm, lights out by 11pm at latest.					
Check sailors do not switch rooms						
In the morning	Check that sailors wake up on time					
	Check sailors attend breakfast					
	Remind sailors to leave rooms clean and tidy					
	Confirm transfer arrangements back to venue					
	Check rooms are left clean and tidy					
	Oversee transfer					
	Check all sailors have arrived at the venue					
	Meet with Head Coach					
	Discuss any supervision issues					
	Discuss any room condition issues					
Confirm start and end times for the day						
End of the camp	Check sailors have been collected by their parents					
After camp	Update Class associations Chairman of the camp					