

# CAMP “TO DO” LIST / CHECKLIST

- 1) **Print out all Camp related Paperwork, phone # list, etc.**
- 2) **Bring the Following:**
  - a) **Whistles**
  - b) **Stopwatch**
  - c) **Clipboards**
  - d) **Pens / Pencils**
  - e) **Pump for the basketballs**
  - f) **Basketballs (allow for 1 basketball per player)**
  - g) **Cones**
  - h) **Pennies / Practice Jerseys (enough for a couple of teams)**
- 3) **Follow up on the person / persons assisting with the camp, are they ready to go?**
- 4) **Follow up with the gym coordinator (person who is in charge of the gym):**
  - a) **Baskets down (and at the right heights)**
  - b) **Score clock ready (and working)**
  - c) **Small table for the score clock**
  - d) **Area to use for breaks, lunch (if needed)**
  - e) **Emergency procedures, phone numbers, etc.**
  - f) **Is there a vending machine available, etc.**
- 5) **Can I get the roster early? Or a partial Roster?**  
**If yes, log in the participants names on the camp lists, logs, etc. (do this early)**
- 6) **Plan first day of camp, allow for time for all to get comfortable, etc.**
- 7) **Games – Plan how you will run the games:**
  - **Girls vs. Boys**
  - **Mix the Girls and Boys**
  - **How long will the game be played (quarters, half, etc.)**
  - **Plan player rotation (be fair, allow all players to play).**
  - **Ages? Some players too young, too old, separate wisely.**
- 8) **End the day with a “cheer” at mid court! (Great job, etc)**