

COMPANY NEWS

EQUIPMENT

Please ensure you are counting out all equipment at the start of each session and reporting in the Teams chat any broken/missing equipment and then counting it all back in again at the end of the session ensuring your numbers match to the start of the session. If any equipment has gone AWOL during the session, now is your time to find it!

STAFFING UPDATES

DBS and ID

All Staff: Please keep this IN YOUR BAG! We're having too many cases of forgotten DBS and IDs. In order to avoid this, please keep them in your Munchkin rucksack. If you need a new waterproof pop wallet to slot them into, ask! I'll be happy to hand these out to those that need it.

Full Time Staff: If you do happen to forget either, please note that we will require you to return home to get your documents and that the journey will not be billable on expenses.

Checking When I Work

Your schedules are your responsibility and whilst we endeavour to notify you of any changes, it is still imperative that you go on DAILY and read your WIW notes. A lot of time is taken to ensure each shift has relevant notes where applicable to ensure smooth coordination (if a specific ID type is required, specific class times or ADHOC changes, year group allocations, etc.). Please ensure by Monday AM, your WIW is confirmed for the week ahead so we can see you're checking this. We will give you a gentle nudge to do so moving forward if schedules are unconfirmed 😊

February Camp Staffing

All shifts for February Camp will be live by Friday 31st January. Don't miss out

FEEDBACK FORMS

Just a reminder that the feedback forms are now live and ready to use!

Please follow this link: <https://munchkinsports.com/internal-staff-feedback-2/> to access the page and save it as a bookmark for future access.

Let's start sharing that feedback - positive or negative!

PADEL SOCIAL

Reminder: if you want to be included in the work Padel social on 28th Jan 6.30-8pm at Bromley Sports Club, please join the WhatsApp: <https://chat.whatsapp.com/IL5k1w8ssfyCSICISOn27j>. It will cost £10 each.

BUDDY PASSES AND TRIALISTS

Buddy passes and trialists are two of the most effective ways to increase numbers at both after school clubs and weekend sessions. In order for us to convert these buddies and trialists to weekly Munchkin members, it is essential that these children feel truly special, have lots of FUN, and experience the full Munchkins magic.

Before each session, please speak to your coaching team and make them aware of the trialists and buddies that will be attending the class. A warm welcome and extra attention can make all the difference to a child's experience. At weekends, it is equally important to speak with parents—explaining how the session runs and what their child will be doing, helps build confidence and reassures them that they've chosen the right club.

It is equally as important that you follow up with the children and their parents at the end of the session. Hopefully they have had a fantastic time and cannot wait to come back next week! From a next steps perspective, a buddy pass child will be contacted by the office to offer them the opportunity to join for the remainder of the term, and a trialist will get an automated email from Class4Kids with the link for them to book.

Let's make a big push on handing out buddy passes at after school clubs and weekends and successfully converting all our trialists attending our after school clubs and weekend sessions!



WEEK COMMENCING
19TH JANUARY 2026
SAFE, PROFESSIONAL,
FUN!

