The First Ten Minutes Plan

Prepare the opening before the team arrives.

An on-time start requires prepared adult duties, a teachable first task, and a supervised arrival route.

Example: the arrival adult confirms check-in at the entrance while the instruction coach starts the prepared group explanation. A late athlete reports to that arrival adult for current directions.

01 Define the opening

Name the first task and its setting.

Published start time

First instruction or activity

Group gathering place

Program conditions to confirm

02 Prepare adult duties

Complete setup before arrival.

Facility access owner

Equipment preparation owner

Arrival adult role

Completion check before start

The First Ten Minutes Plan / Review & follow-through

03 Guide every arrival

Plan clear entry instructions.

Welcome direction to give

Newcomer explanation

Late arrival reporting point

Approved supervision arrangement

04 Review the start

Record the gap and its cause.

Actual instruction start

Preventable delay observed

One preparation correction

Next opening review date