

Preparation - 2-5 Days Before	
Tick	Job
	Player Lists
	Text Send Out
	Balls
	Courts Confirmed
	ClinicHoliday Vouchers / Promotional Material
	Brochures
	Staffing Confirmed
	Itinerary for the day printed
	Kit for Coaches
	Any other equipment (cones etc)
	Send Coaches the Cheat Sheets/Videos
	Lunch area confirmed/reserved

Preparation - Morning of Clinic	
Tick	Job
	Arrange area for early arrivals
	Arrange area for lunch
	Ask clients to pre-order lunch
	Double confirm the courts
	Have itineraries ready
	Hand out itineraries on arrival
	Collect cones
	Put balls on court
	Brief Coaching Team & Check for knowledge
	Pre-Order coaches lunch

Introduction	
Tick	Job
	Fire Exits
	Court Surface
	Introduce Team
	Louis Cayer programme
	Mix & Match groups - change by letting us know
	Questions are great - please fire them at us

During the Clinic	
Tick	Job
	Follow the Itinerary
	Ask Questions of Clients to Check for knowledge
	Constantly check if people are in the correct group
	Give everyone individual coaching tips - personal to them
	Be wary of Safety at all times - balls, baskets & equipment
	Keep demonstrations short & concise - know when to stop talking!
	Keep at it - until they get what you are trying to teach
	Have Fun - make the group laugh & engage
	Be lively, upbeat, fun & engaging

End of the Clinic	
Tick	Job
	Take a group photo
	Thank everyone for attending
	Introduce our Tennis Holidays
	Request Feedback - Online Form / Google
	12 Part Guide to Doubles & Downloadable PDF sent to them
	Follow us on social media - where the photo is posted (Facebook/Twitter/Instagram)
	Dates for next clinic & hope to see you again