Tennis Camp Staff Checklist | United States Tennis Association + RacquetSportsU

Use this checklist before, during, and after your sessions to ensure you're delivering a high-quality camp experience every day.

1. Coaching Mindset
☐ I maintain an athlete-centered mindset; focusing on the player, not myself
☐ I keep instructions simple and age-appropriate
☐ I prioritize improvement AND enjoyment

2. Energy & Engagement
☐ I bring positive, high energy to every session
☐ I build Connection by making eye contact, using players' names, and encouraging respectfully
☐ I keep players moving (minimal standing around)

3. Organization & Planning
☐ I arrive early and am prepared
☐ I follow a clear structure (warm-up → skill → game)
☐ I support Flow by preparing the court space early to minimize downtime
☐ I maintain Safety by monitoring player spacing and equipment

4. Drill Progressions
☐ I start simple and expand the challenge gradually
☐ I actively reinforce the lead coach's cues to build consistency
☐ I can modify drills quickly when needed

5. Communication
☐ I give clear and positive feedback
☐ I correct mistakes without discouraging
☐ I echo instructions clearly and calmly, and encourage effort consistently

6. Group Management
☐ I maximize reps for all players
☐ I minimize lines and waiting time
☐ I keep it simple, keep it moving, and ensure smooth transitions

7. Behavior & Discipline
☐ I set expectations early
☐ I keep players engaged to prevent issues
☐ I address problems quickly and calmly

8. Professionalism
☐ I show respect to players, parents, & staff
☐ I maintain a positive attitude at all times
☐ I lead by example on and off the court

9. Fun + Improvement Balance
☐ I use games to teach skills
☐ I encourage effort and celebrate progress
☐ I create an environment that players enjoy

10. Growth Mindset
☐ I reflect after each session
☐ I look for ways to improve as a coach
☐ I learn from other coaches and resources

11. Daily Reminder
☐ Did my players:
- Have fun?
- Stay engaged?
- Get better?
- If yes… you're doing it right.