

We Are Tennis – Opening & Closing Procedures

These procedures are designed to ensure professionalism, consistency, and high standards across all We Are Tennis venues and programs.

Opening Procedures

The first coach on site is responsible for preparing the venue for the day's coaching operations.

- Arrive approximately 30 minutes prior to your scheduled shift.
- Unlock all courts and clubhouse facilities.
- Check amenities and ensure the venue is presentable.
- Water courts if necessary.
- Check all equipment for readiness and safety.

All Coaches – Before Shift

- Arrive at least 15 minutes prior to your session.
- Prepare all required equipment for court.
- Re-water courts if necessary.
- Set up court and equipment prior to player arrival.
- Mark attendance in TennisBiz.

Closing Procedures

The final coach on site is responsible for ensuring the venue is left clean, secure, and ready for the following day.

- Confirm all courts have been bagged and watered if required.
- Ensure all ball baskets and equipment are removed from courts and returned neatly to the shed.
- Scout courts and surrounding areas for loose balls.
- Tidy clubhouse and replace chairs neatly.
- Place all rubbish in bins.
- Vacuum clubhouse floor as necessary.
- Lock all courts.
- Turn lights off.
- Set alarm system.
- Lock clubhouse.

All Staff – Completion of Shift

- Ensure all attendances have been marked in TennisBiz.
- Pick up all balls and equipment.

- Collect errant balls from surrounding areas and over fences.
- Bag and water courts where required.
- Return all baskets and equipment neatly to the ball shed.
- Remove all equipment from the bottom of baskets.

Professional standards and attention to detail are essential components of the We Are Tennis culture. Every coach contributes to maintaining a high-quality environment for players, families, and staff.