



HEALTH CHECK

"A Self-Assessment Guide for Success"

The CTA Health Check provides an evaluation tool to measure the overall health and success of your CTA. After its completion, your CTA leadership will have a foundation for identifying elements which can be assessed to strengthen your organization. Improvement will have a broader impact on the health, fitness and education of tennis in your community. This should also create opportunities to increase local tennis participation and programming in your schools, public parks and partner providers for both youth and adults.

There are four major components to the CTA Health Check: Structure, Planning, Programming and Communications. Within each component are a number of specific attributes that define the "ideal" CTA. It is recommended that several members of your CTA Board of Directors or management team answer all the items in the Health Check independently, then compare answers and complete a final document.

If you need more information about a particular item as you go through this Health Check, please check the USTA CTA Resources Guide: [HERE](#)

We thank you for taking your valuable time to complete this CTA Health Check. It will contribute to your future success, and allow the USTA an opportunity to help YOU!

Please respond to each of the following questions which are basic requirements to be a Community Tennis Association in good standing according to the USTA national by-laws:

1. Is your CTA incorporated? Yes No
2. Is your CTA registered as a not-for-profit organization? Yes No
3. Is your CTA geographically defined? Yes No
4. Does your CTA provide multipurpose, comprehensive programming? Yes No
5. Is your CTA volunteer supported? Yes No

If you did not answer YES to each of these questions, please contact your local USTA District or Tennis Service Representative (TSR) to set up a compliance plan.

GENERAL CTA INFORMATION

1. Name of CTA:

2. USTA Section:

3. USTA District/State (if applicable):

4. Date Health Check completed:

5. Name of individual completing this Health Check
 - Position(s) within the CTA:
 - Email address:
 - Phone number:
6. Name and title of the President, Executive Director or Head of the CTA:
 - Email address:
7. CTA mailing address:

8. Organization Website:

9. Year CTA was formed:

10. USTA Organizational Membership #:

If not a member, check here:

STRUCTURE

1. Our CTA is incorporated, Yes No In the state of:

2. Our CTA is registered as a Non-profit 501(c)(3): Yes No

If not a 501(c)(3) our CTA is registered as a (select one):

501(c)(4) 501(c)(7) 501(c)(8) Other (define):

3. Our CTA has a tax ID #: Yes No

4. Our CTA has defined By-Laws: Yes No

5. Our CTA has a mission statement: Yes No

If yes, please place mission statement here:

6. Our CTA has a Board of Directors or Management Committee: Yes No

If yes, are their roles and responsibilities are defined and written: Yes No

7. Our CTA has insurance: Yes No

General Liability insurance

Directors & Officers insurance

8. Our CTA has a specific individual responsible for preparing periodic financials: Yes No

9. Our CTA submits an annual tax return: Yes No

If yes, which form? 990-N 990 990EZ

10. Our CTA files with our state's Charitable Solicitations requirements as required? Yes No

11. Our CTA operates using: (List % with total equal to 100%. Do NOT count towards points)

Volunteers

Paid Full-time employees

Paid Part-time employees

Independent contractors

TOTAL 100%

For each YES answer, please score two (2) points. Add the subtotals.

Do NOT include Question 11 as part of your total. Total possible is 22 points.

Structure Total

PLANNING

1. Our CTA operates under the following written plans: (check all that apply)

Long-term strategic plan	Annual budget
Annual business plan	Leadership succession plan
Volunteer recruitment plan	Risk Management plan

(Score 1 point for each "plan" you checked) Subtotal

2. Our CTA meets with our TSR or USTA District/State personnel for planning purposes: Yes No

3. Our CTA's approximate annual budget (expenditures) is: (check one, do NOT count towards points)

Under \$10,000	Under \$25,000	Under \$50,000
Under \$100,000	Over \$100,000	

4. Our CTA derives its revenues from: (check all that apply)

Individual donations	Fundraising events	USTA grants
Foundation grants	Government grants	Corporate grants/sponsorships
Programming revenue		

(Score ½ point for each "revenue stream" checked) Subtotal

5. Our CTA has program Committees to carry out its tennis initiatives: Yes No

If yes, we have the following Committees: (check all that apply)

Adults	Leagues	Adult Tournaments
Juniors	Net Generation	Play Days
Kids Camps	Junior Team Tennis	Jr. Tournaments
Public Facilities	Fundraising	Bylaws
Website	Social Media	Social Activities
Military	Wheelchair	Inclusive populations

(Score ½ point for each "committee" checked) Subtotal

6. Our CTA has Board Members or Officers who are approved through Safe Play: Yes No

7. Our CTA plans activities and programs that contribute toward its USTA District/State funding goals such as Network Section Funding (NSF): Yes No

8. Our CTA partners with the following organizations/entities to help plan and grow tennis awareness and participation: (check all that apply)

- | | | |
|-----------------------|-----------------------|--------------------------------|
| Schools/colleges | YMCAs | Parks & Recreation Departments |
| Boys & Girls Clubs | Tennis Clubs | Big Brothers/Big Sisters |
| USPTA pros | Healthcare facilities | Other sports organizations |
| City/County officials | Other (List) | |

(Score ½ point for each partner you checked, 5.5 points possible) Subtotal

For each YES answer, please score one (1) point. Add the subtotals.

Do NOT include Question 3 as part of your total. Total possible is 28 points.

Planning Total

PROGRAMMING

1. Our CTA has separate committees to address youth and adult programming. Yes No

2. Our CTA establishes specific annual goals for Programming and/or Participation.

(Score one (1) point for each goal) Subtotal

3. Our CTA provides or supports the following programs or works with providers to initiate tennis programming: (check all that apply)

- | | | |
|--------------------|--------------------------|-------------------|
| Adult recreation | USTA Adult League | Adult Social |
| Junior recreation | Junior Team Tennis (JTT) | Junior Social |
| Adult Tournaments | Junior Tournaments | Wheelchair tennis |
| School programming | Diversity & Inclusion | |
| Other (list) _____ | | |

(Score ½ point for each “program” checked) Subtotal

4. Our CTA utilizes Net Generation curricula in our youth programs. Yes No

5. Our CTA requires its program providers to be registered through Net Generation. Yes No

6. Our CTA conducts programs or tournaments in association with a local tennis club. Yes No

7. Our CTA directly supports programming run by its USTA District/State. Yes No

8. As a CTA we have initiated at least one new program every year. Yes No

9. Our CTA is an NJTL Chapter: Yes No
(Do NOT count towards points)

10. Our CTA would qualify to be an NJTL Chapter: Yes No Not Sure
(Does NOT count towards points)

For each YES answer, please score one (1) point. Add the subtotals. Do NOT include Questions 9 or 10 as part of your total. Total possible is 14 points.

Programming Total

COMMUNICATIONS

It is important for a CTA to have established channels of communication with periodic messaging internally and externally. This would include regular CTA Board and/or Management meetings, documentation of those meetings and communication to providers, participants and community partners.

1. Our CTA conducts regular meetings (ex. monthly, bi-monthly, quarterly). Yes No
2. Our CTA maintains meeting minutes. Yes No
3. Our CTA conducts an annual meeting or event that is open to the public. Yes No
4. Our CTA communicates to its volunteers on a regular basis. Yes No
5. Our CTA communicates to its participants and/or general public on a regular basis. Yes No
6. The method(s) our CTA communicates include: (check all that apply)

- | | |
|--|--|
| CTA Newsletters (email or direct mail) | Email programs |
| Website | Facebook |
| Twitter | Instagram |
| Text blasts | Posted notices (banners, yard signs, etc.) |
| Third party newsletters | Trade shows |
| Other sporting events | Parent/Teacher associations |
| Webinar | Other (describe): |

(Score ½ point for each method of communication checked) Subtotal

7. Our CTA receives information about the USTA via:

Email	Tennis Service Representative	USTA website
TV or Radio	Direct contact from District	USTA Section
Radio/TV	Tennis Magazine	Webinar

(Informational only, does NOT count towards points)

8. Our CTA receives regular communication from our TSR or District/State personnel. Yes No
9. Our CTA has members who are also volunteers for USTA District/State, Section or National committees or Boards of Directors. Yes No

For each YES answer, please score one (1) point. Add the subtotals. Do NOT include Question 7 as part of your total. Total possible is 14 points.

Communications Total

GRAND TOTAL:

(78 possible points)

SUMMARY

It is important to gauge your CTA's health, potential for additional success, and opportunities for growth by evaluating each of the four core competencies---Structure, Planning, Programming and Communications--separately. Significant resources are available for improvement in each area. For comparison purposes, here is how your CTA compares to other successful Community Tennis Associations:

Structure:

If you scored less than 12 points, your CTA requires immediate attention because it is missing basic requirements for a CTA to be eligible for grants and other assistance.

If your CTA scored more than 16 points, you are positioned structurally for success.

Planning:

If you scored less than 10 points, you are probably not undertaking the most basic planning activities to be successful and are in need of a more formal process.

If you scored 11 to 16 points, your CTA has planned sufficiently for its future and has undertaken steps to carry out your initiatives.

If you scored from 17 to 28, points your CTA has an exceptional plan and has organized itself in a manner that allows you to holistically achieve your mission in the community.

Programming:

If you scored fewer than eight (8) points, your CTA probably needs to improve its programming and/or participation. Consider expanding the programs you offer in order to reach more people and better serve your community.

If you scored 9 to 14 points, your CTA has a well-rounded offering of programs and services to help promote and develop the growth of tennis in your community.

Communications:

If you scored fewer than eight (8) points, your CTA should work on strengthening existing channels of communication and consider establishing additional channels to better connect with both internal and external partners. Remember, regular and reliable communication builds strong relationships.

If you scored 9 to 14 points, your CTA consistently shares relevant information in a timely and transparent manner. Remember, effective communication is fundamental to strong partnerships and open channels of communication can lead to new ideas and exciting innovations.

CTA HEALTH IMPROVEMENT PLAN

The following resources are available to assist you in developing a prescription for improving organizational, operational and programming success:

1. To access the USTA National CTA Resources Guide, click [HERE](#)
2. To contact USTA National CTA staff, click [HERE](#)
3. To locate your USTA Section, click [HERE](#)
4. To locate your local Tennis Service Representative, click [HERE](#)