

COMMUNITY TENNIS ASSOCIATION (CTA) HEALTH CHECK



“Providing levels of engagement for CTAs”

The CTA Health Check provides an evaluation tool to measure the overall health and success of your independent CTA. Completing this Health Check will help your CTA leadership design a plan to strengthen your organization and have a broader impact on the health, fitness and education of your community, which may create opportunities to increase local tennis participation and programming in your schools and public parks for children and adults. In addition, as your CTA expands its reach and focus, it may be rewarded with greater opportunities to receive funding, grants and recognition.

There are four major components to the CTA Health Check: Structure, Planning, Programming and Communications. Within each component are a number of specific items. It is recommended that several members of your CTA Board of Directors answer all the items in the Health Check independently, then compare answers and complete a final document. Some states require an annual copy of a CTA's Health Check; many CTAs use the document for self-evaluation.

As you go through this Health Check, if you need more information about a particular item, you will see resources from the USTA Guide for Community Tennis Associations and various websites listed to the right of specific questions.

Your valuable volunteer time used to complete this CTA Health Check is appreciated.

GENERAL CTA INFORMATION

1. Date Health Check completed:
2. Name of individuals completing this Health Check and positions with CTA:
3. Name of CTA:
4. Year CTA was formed :
5. Our CTA is a USTA Organizational Member:

Yes No

Our organizational number is:

6. Type of CTA (please check one):

Single-Purpose (Delivers only one program or service).

Multi-Purpose (Offers more than one program or service while still not being a full-service organization).

Umbrella (Most comprehensive type of CTA; delivers a full menu of programs and services to the entire community).

Coalition (Represents alliances of diverse community organizations to facilitate the delivery of tennis programs and services to the community through these organizations).

7. Our CTA serves this geographic area:

STRUCTURE

1. Our CTA has an updated mission statement: Yes No

Place mission statement here:

The CTA reviews compliance with its mission statement.

Yes No

2. Our CTA periodically reviews and updates its bylaws: Yes No

Date of last update?

3. Our CTA is a 501 (c)(3) organization: Yes No

If not a 501(c)(3) organization, please check designation below:

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

4. Our CTA has a budget: Yes No

Under \$50,000 Under \$100,000 Under \$300,000 Other

5. Our CTA files an annual tax return: Yes No

If yes:

990-N (e-Postcard)

990 or 990 EZ

6. Our CTA has insurance: Yes No

If yes:

Liability Insurance through USTA

Directors and Officers Insurance through USTA

Other

7. Our CTA communicates the benefits of USTA membership and its benefits to our members: Yes No

8. Our CTA has:

Paid employees

Independent contractors

9. Our CTA board and committee members receive training: Yes No

10. Our CTA board members participate in national USTA Web Workshops: Yes No

11. Our CTA board members/volunteers are:

Recommended by current board members

League players

Community leadership

Other

12. Our CTA provides training for our volunteers offered by USTA: (check all that apply)

Webinars

National TDWs

District, Section or Regional CTA workshops

Other

13. Our CTA has a succession plan for Officers/Board of Directors:

Yes No

14. Our CTA recognizes and thanks our volunteers:

Yes No

If yes, please check all that apply:

Annual recognition event

Gifts/certificates

Other

15. Our committees include:

Adults

Bylaws

Nominating Committee

Juniors

Website

USTA Leagues

10 and Under Tennis

Social Activities

Public Relations/Marketing
Communications

Fundraising and Sponsorships

Tournaments

Other

16. Our CTA has written job descriptions for the board and its committees:

Yes No

17. To help achieve our goals, our CTA partners with:

City and/or
county elected leaders

Tennis professionals

Non-profit youth/service
organizations such as YMCA or
Boys & Girls Clubs

City and/or county
parks organizations

Schools/colleges

Tennis clubs/facilities

Parents

City and/or county
school personnel

Local businesses

Other

PLANNING

1. Our CTA has a strategic plan: Yes No

If yes, does your strategic plan provide for:

One year From 1 - 3 years Other

Our budget supports our strategic plan: Yes No

2. Our CTA has short and long term goals for:

Adults	Public facilities	Adaptive Tennis
Leagues	Fundraising	Diversity Programs
Tournaments	Bylaws	Promoting Good Citizenship and Sportsmanship
Juniors	Website	Other
Play Days	Social Media	
Kids Camps	Social Activities	
Tournaments	Military	
Junior Team Tennis (JTT)	Wheelchair	

3. Our short/long-term goals relate to our strategic plan and to our mission statement: Yes No

4. Our CTA reevaluates our strategic plan and goals periodically based on progress: Yes No

If yes, how often?

5. Our CTA uses funds for:

Adult _Youth programs	Grants for equipment	Programming for wheelchair,
Financial assistance for facilities repair and maintenance	10 and Under Tennis	Programming for adaptive tennis
Scholarships/grants for individual youth	Junior Team Tennis	Programming for military
	Adult Tennis	Other
	In-school and after-school programs	

6. Our CTA has a diversity and inclusion plan: Yes No

PROGRAMMING

1. Our CTA offers 10 and Under Tennis programming: Yes No
2. Our CTA encourages staff and volunteers to study coachyouthtennis.com: Yes No
3. Our CTA runs School programs: Yes No
 The School programs are: USTA Locally branded
4. Our CTA runs JTT programs: Yes No
 These JTT programs are: USTA Locally branded
5. Our CTA conducts background checks on volunteers who lead youth programs: Yes No
6. Our CTA is an NJTL Chapter: Yes No
7. Our CTA would qualify to be an NJTL Chapter: Yes No
8. Our CTA runs USTA Adult leagues: Yes No
9. Our CTA runs tournaments: Sanctioned Non-Sanctioned Other
10. Do you promote diversity and inclusion in your programming?

Grants

Outreach

Other

11. Our CTA offers special activities for these populations:

African American

Asian

Hispanic

Lesbian, Gay, Bisexual, Transgender (LGBT)

Other

COMMUNICATIONS

1. Our CTA communicates using:

Online newsletters

Hard copy newsletters mailed

E-mail program

Twitter

Facebook

Instagram

Text blasts

USTA E-blast system

Annual activity and event calendar

Other

2. Communications are sent to:

Board members

Weekly Monthly As needed

Committee Chairs

Weekly Monthly As needed

Volunteers/Members

Weekly Monthly As needed

Other

3. Our CTA has a website: Yes: web address

No

If Yes: Use free USTA.com network Other

How often is the website updated? Daily Weekly Monthly As needed

4. Our CTA has a designated person/company responsible for updating the website:

Yes – Please give title/position:

Paid full _ part-time

Volunteer (not paid)

No

SUMMARY

After you have carefully reviewed your completed CTA Health Check, circle any items where you need improvement and check items you consider your strengths to help you assess the overall state of your CTA.

The Quick Reference Online Resource Guide is included with this CTA Health Check.

You will find current helpful information at

CTA NOTES/ACTION ITEMS:

Structure:

Planning:

Programming:

Communications: