For Better Health, Here is Better Information!

COMMUNITY TENNIS ASSOCIATION (CTA)

HEALTH CHECK

The CTA Health Check provides a self-evaluation tool to measure the overall health and success of your CTA. Completing this Health Check will help your CTA leadership design a plan to strengthen your organization and have a broader impact on your local community, which may create opportunities to increase local tennis participation 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.

The USTA Community Tennis Association Committee, in partnership with the USTA Evaluation Committee, developed this CTA Health Check to support staff and volunteers at all levels in creating, developing and strengthening a nationwide network of self-sufficient and effective CTAs to increase tennis participation at the local level.

There are four major components to the CTA Health Check: **Structure**, **Planning**, **Programming** and **Communications**. Within each component are a number of specific questions. It is recommended that several members of your CTA Board of Directors answer all the questions in this CTA Health Check independently, then compare answers and complete a final Health Check. Important: this Health Check tool is for your CTA's internal use only.

As you go through this Health Check, if you need more information about a particular item, you'll see resources from the *USTA Guide for Community 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 Self-Evaluation/Health Check completed:** _____

2. **Name of individual completing this Health Check and position with CTA:** _____
_____

3. **Name of CTA:** _____

4. **Year CTA was formed** (if known)**:** _____ ***See your Articles of Incorporation***

5. **Our CTA is a USTA Organizational Member:**
   □ Yes □ No
   www.membership.usta.com/section/Organizational-Memberships/122.uts

6. Type of CTA (please check one): ***USTA Guide for CTAs***

□ 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 through these organizations).

7. Our CTA serves this geographic area: _____

_____

STRUCTURE

1. Our CTA has a mission statement: ***USTA Guide for CTAs***

□ Yes - please provide mission statement _____

_____

_____

_____

_____

□ No

2. Our CTA reviews and updates its bylaws:

□ Yes □ No ***USTA Guide for CTAs***

If Yes: □ Annually □ Every 1 - 2 years □ Other

3. Our CTA is a 501 (c)(3) organization:

□ Yes □ No

www.irs.gov/charities/charitable/article/0,,id=96099,00.html

If not a 501(c)(3) organization, please check designation below: ***USTA Guide for CTAs***

□ 501(c)(4) □ 501(c)(7) □ 501(c)(8) Other_____

4. Our CTA has a budget:

□ Yes □ No ***USTA Guide for CTAs***

5. Our CTA files an annual tax return:

□ Yes □ No

990-N (e-Postcard) www.irs.gov/charities/article/0,,id=169250,00.html

990 or 990 EZ www.irs.gov/instructions/i990/ch01.html#d0e918

6. **Our CTA has insurance:**
   - ☐ Yes ☐ No

   If Yes:
   - ☐ Liability Insurance through USTA **www.usta.com/mlaip**
   - ☐ Directors and Officers Insurance through USTA **www.usta.com/docelc**
   - ☐ Other

7. **Our CTA has:**
   - ☐ Paid employees
   - ☐ Contract employees
   - ☐ Only volunteers

8. **Our CTA board and committee members receive training:**
   - ☐ Yes ☐ No **www.theperfectboard.com/free-resources/**

9. **Our CTA board members participate in national USTA Web Workshops:**
   - ☐ Yes ☐ No **www.usta.com/lrc**

10. **Our CTA board members are:**
    - ☐ Recommended by current board members
    - ☐ Other

11. **Our CTA has a succession plan for Officers/Board of Directors:**
    - ☐ Yes ☐ No

    www.theperfectboard.com/free-resources/

12. **Our CTA recruits volunteers:**
    - ☐ Yes ☐ No ***USTA Guide for CTAs***

    If yes, do you utilize training offered by USTA? (check all that apply):
    - ☐ Webinars
    - ☐ District, Section, or Regional CTA workshops
    - ☐ National CTDWs
    - ☐ Other

13. Our CTA recognizes and thanks our volunteers: *USTA Guide for CTAs*

☐ Yes ☐ No

If yes, please check all that apply:

☐ Annual recognition event
☐ Gifts/certificates
☐ Other

14. Our committees include:

☐ Adults
☐ Juniors
☐ 10 and Under Tennis
☐ Fundraising and Sponsorships
☐ Bylaws
☐ Website
☐ Social Activities
☐ Tournaments
☐ Nominating Committee
☐ USTA Leagues
☐ Public Relations/Marketing/Communications
☐ Other

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

☐ Yes ☐ No *USTA Guide for CTAs*

16. To help achieve our goals, our CTA partners with: *USTA Guide for CTAs*

☐ City and/or county leaders
☐ Tennis professionals
☐ Schools/colleges
☐ Tennis clubs/facilities
☐ Parks and Recreation
☐ Local businesses
☐ Non profit youth/service organizations
☐ Parents
☐ Other

PLANNING

1. **Our CTA has a strategic plan:**
   - ☐ Yes ☐ No **www.nonprofitcenter.com**

   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:** ***USTA Guide for CTAs***
   - ☐ Adults
   - ☐ Juniors
   - ☐ Fundraising
   - ☐ Bylaws
   - ☐ Website
   - ☐ Social Activities
   - ☐ Other

3. **Our short/long-term goals relate to our strategic plan and to our mission statement:**
   - ☐ Yes ☐ No ***USTA Guide for CTAs***

4. **Our CTA reevaluates our strategic plan and goals periodically based on progress:**
   - ☐ Yes
   - ☐ No
   - ☐ How often? _____

5. **Our CTA uses funds for:**
   - ☐ Adult and/or Youth programs (circle one or both)
   - ☐ Financial assistance for facilities repair and maintenance **www.usta.com/facilities**
   - ☐ Scholarships/grants for individual youth
   - ☐ Grants for equipment
     - _____ 10 and Under Tennis _____ Junior Team Tennis
     - _____ Adult Tennis _____ During-and after-school programs
   - ☐ Support for the Adopt-a-Unit military program **www.usta.com/military**
   - ☐ Programs for wheelchair, adaptive tennis and special populations
   - ☐ Other

6. **Our CTA has a diversity and inclusion plan:**
   - ☐ Yes **www.usta.com/About-USTA/Diversity/**
   - ☐ No

PROGRAMMING

1. **Our CTA offers 10 and Under Tennis programming using the QuickStart format:**
   ☐ Yes ☐ No www.10andundertennis.com/

2. **Our CTA has held a Recreational Coaches Workshop (RCW) in the last three years:**
   ☐ Yes ☐ No
   www.usta.com/Coaches-Organizers/On-Court-Training/RecreationalOnCourtTraining/

3. **Our CTA runs School programs:**
   ☐ Yes ☐ No www.usta.com/Coaches/SchoolsHome.aspx

   The School programs are:
   ☐ USTA ☐ Locally branded

4. **Our CTA runs JTT programs:**
   ☐ Yes ☐ No www.jrteamtennis.usta.com

   These JTT programs are:
   ☐ USTA ☐ Locally branded

5. **Our CTA conducts background checks on volunteers who lead youth programs:**
   ☐ Yes www.usta.com/About-USTA/background_screening_program/
   ☐ No

6. **Our CTA would qualify to be an NJTL Chapter:**
   ☐ Yes ☐ No www.usta.com/njtl

7. **Our CTA runs USTA Adult leagues:**
   ☐ Yes ☐ No
   www.usta.com/Play-Tennis/USTA-League/AdultLeagues

8. **Our CTA runs tournaments:**
   ☐ Sanctioned ☐ Non-Sanctioned

   www.usta.com/ **Choose "TennisLink" and then choose "Tournaments."**

COMMUNICATIONS

1. **Our CTA communicates utilizing:**
   - ☐ Online newsletters
   - ☐ Hard copy newsletters mailed
   - ☐ E-mail program
   - ☐ Twitter
   - ☐ Facebook
   - ☐ 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 – Please provide web address: _____
     _____
   - ☐ No **www.usta.com/freeCTAwebsite**

   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- or part-time (circle one)
     - ☐ 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.
www.usta.com/About-USTA/Organization/CTA_Quick_Reference_Online_Resource_Guide/

You will find current helpful information at the CTA website. **www.usta.com/CTA**

CTA NOTES/ACTION ITEMS:

Structure:

Planning:

Programming:

Communications: