

CTA Health Check

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Self-evaluate the health of your CTA. The CTA Health Check will help CTAs take a look at their organizations to determine if they are on track to being a well-managed, self-sufficient, vibrant CTA. You can determine how to "Be the Best You Can Be" through use of this quick survey, group discussions, and resources that will help your CTA move to the next level.

To access the CTA Health Check online, visit www.usta.com/cta and you can find it on the right side of the page.

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's 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 <http://www.usta.com/insurance>

Directors and Officers Insurance through USTA www.usta.com/docelc

Other _____

7. Our CTA has (check all that apply):

Paid employees Independent contractors 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 <http://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 League

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

Nonprofit 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 re-evaluates 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 Jr. 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 No <http://www.usta.com/About-USTA/Diversity>

PROGRAMMING

1. Our CTA offers 10 and Under Tennis programming:

Yes No <http://www.10andundertennis.com>

2. Our CTA has held a Recreational Coaches Workshop (RCW) in the last three years:

Yes No <http://www.usta.com/rcw>

3. Our CTA runs a schools programs: Yes No <http://www.usta.com/Schools>

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 No http://www.usta.com/AboutUSTA/background_screening_program

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 <http://www.usta.com>

Choose "TennisLink" and then choose "Tournaments."

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 can be found online at the CTA website.

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

CTA NOTES / ACTION ITEMS:

Structure:

Planning:

Programming:

Communications: