



## USTA TENNESSEE

# 2015 COMMUNITY TENNIS ASSOCIATION HANDBOOK

### 1. Introduction

The USTA Tennessee CTA Guidebook was created to provide a state viewpoint of the USTA Guide for Community Tennis Associations and to provide CTA's with information that is current and relevant CTA's in Tennessee. A Community Tennis Association is an organized group of dedicated volunteers and professionals who come together to support community tennis programs. As an association, the group works to coordinate and maintain programs and services that are open and accessible to all. These tennis enthusiasts may act as advocates, program administrators or promoters. Fueled by local volunteers, these not-for-profit associations exist to promote and develop the game of tennis in the community.

### 2. Timeline for forming a new community tennis association in Tennessee

- Community asks USTA Tennessee for assistance to form a CTA in order to provide USTA programming.
  - Your Community Development Staff person is: Tara Williams • 615-953-1694, ext. 201 • [tarawilliams@ustatn.com](mailto:tarawilliams@ustatn.com)
- USTA Tennessee assesses the need for a CTA in that community and assists the community in assessing need for USTA specific programs.
- USTA Tennessee and local contacts host an organizational meeting in the community. Present USTA organizational membership benefits, expectations, resources, timelines, etc.
- Volunteer attorney brings template legal documents (articles of incorporation, bylaws, policies, and tax documents (Form 2848 – Power of Attorney) which are approved, with officers and directors appointed by the end of the meeting.

[Sample Articles of Incorporation](#)

[Sample Bylaws](#)

Sample Conflict of Interest Policy [Example A](#), [Example B](#)

[Sample Whistle Blower Policy](#)

[Sample Leadership Policy](#)

[Sample Code of Ethics Policy](#)

[Sample Document Retention Policy](#)

[Form 2848-Power of Attorney](#)

- Volunteer attorney finalizes legal documents and sends articles of incorporation to Tennessee Secretary of State and Register of Deeds in local community; applies for TIN from the IRS; completes and submits IRS Form 1023, Application for Tax-Exempt Status with assistance of CTA officers and points of contact.

[Articles of Incorporation Form](#)

[How to apply for a TIN from the IRS](#)

[Form 1023](#) Application for tax-Exempt Status

- Treasurer establishes a bank account for the Community Tennis Association using their TIN.
- CTA joins the USTA as an organizational member. 1 year (\$35) 3 years (\$100) [Click Here](#)
- CTA applies for website assistance from USTA. [Click Here](#)
- CTA registers as a CTA on the USTA system. [Click Here](#)
- CTA applies for the directors and officers and events liability insurance from Eagle Risk Management via its organizational membership. *See section 9 of this document*

- USTA Tennessee staff assists CTA in completing the Southern Tennis Association Startup Grant of \$660 and promptly submits to Yasmine Osborn at Southern. [Click Here](#)
- USTA Tennessee staff assists CTA in providing program, resources, training for local CTA members, timelines, regular CTA meetings, suggestions, etc.  
Please contact Tara Williams at [tarawilliams@ustatn.com](mailto:tarawilliams@ustatn.com)

#### **4. Types of USTA Community Tennis Associations [See USTA Guide Section 1](#)**

#### **5. Levels of USTA Tennessee Community Tennis Associations [PDF Version](#)**

##### **Platinum**

##### **Same as Gold plus:**

1. Fiscal oversight for all USTA programs in geographic area
2. Active Adult Leagues, JTT, & Marketing committees
3. Outreach: CTA assists others through collaborative programming, mentoring, & funding.
4. Provides all USTA Adult League programs available and two seasons or more of Jr. Team Tennis
5. Holds one or more 10 Under, Team Coaching, High Performance or other USTA workshop or event
6. Hosts state championship Adult or JTT tournament
7. 5% growth in USTA paid membership from prior year
8. Hosts 10 Play Days (4 with WWDOP) and Tennis Night in America Event (see details on reverse)

##### **Platinum CTA Benefits**

Special recognition at TN CD workshops and Awards Luncheon

Recognition on USTA TN website & media outlets

Nominated for sectional awards

\$1000 Cash Award to CTA

##### **Gold**

##### **Same as Silver plus:**

1. Submits written plan for recruitment of volunteers no later than February 1<sup>st</sup>.
2. Hosts one or more fundraising events or program in addition to USTA funding
3. Maintains current CTA website
4. Provides two or more USTA Adult League programs and one season of Jr. Team Tennis
5. Hosts 2 or more sanctioned junior tournaments
6. Hosts 7 Play Days (2 with WWDOP) and Tennis Night in America Event (details on reverse)
7. Shares Best Practices with other CTAs via USTATN

##### **Gold CTA Benefits**

Recognition at USTA TN CD workshops

Eligible for US Open related fundraising event

Eligible to apply for Local Community Coordinator funding (\$10,000/year)

Recognition plaque or banner

\$500 Cash Award to CTA

##### **Silver**

##### **Same as Bronze plus**

1. Minimum 3 Board meetings per year
2. Annual Action Plan provided to state office no later than February 1<sup>st</sup>
3. Full compliance with fiscal reporting (details on reverse)
4. Rep attends state community development workshop

5. Provide one or more USTA program (i.e. Adult League and/or Jr. Team Tennis)
6. Issue quarterly membership newsletter (electronic and/or paper)
7. Hosts 5 Play Days (1 with WWDOP) and Tennis Night in America Event (details on reverse)
8. Hosts one sanctioned junior tournament

#### **Silver CTA Benefits**

Eligible for scholarships to national community development workshop  
Eligible for Southern program grants  
Eligible for Community Growth and Participation grant  
\$250 Cash Award to CTA

#### **Bronze**

1. All board members are current USTA members.
2. Complete roster of board and committee members submitted to USTA TN no later than February 1<sup>st</sup>
3. Registered with State of TN as nonprofit corporation
4. Fully paid organizational member of the USTA
5. Registers as a CTA online with USTA
6. Organizations by-laws on file at state office or posted on organizations website

#### **Bronze CTA Benefits**

CTA start up grant for \$660 available for new CTAs  
Liability Insurance benefits  
Free website  
Free marketing assistance

### **3. Vision, Mission and Strategic Goals [See USTA Guide Section 3](#)**

#### **Mission statement of USTA Tennessee**

***"To Promote and Develop the Game of Tennis in the State of Tennessee to its Highest Potential"***

This mission statement will serve as the guiding principle for all the activities of USTA Tennessee which include encouraging and engaging all individuals of the state to participate in USTA Tennessee Programming, Tournaments, and Events.

#### **Vision Statement**

"It's all about the mission.... to serve those who express a passion for the game."

#### **Core Values**

"Trust, Communication, Accountability, Doing What We Say, Commitment, Supporting the Mission!"

#### **Trust**

USTA Tennessee has a renewed trust in its staff and volunteers to fulfill the goals of the mission as a united organization.

#### **Communication**

USTA Tennessee strives to expose, inform and communicate openly with our participants about the organization in order to increase awareness and participation of the sport.

#### **Accountability**

USTA Tennessee will take ownership and be accountable to all areas of the tennis community for serving as the governing body of the sport.



## **Do What We Say**

USTA Tennessee will keep promises and be transparent to do what we say we will do so that we can carry out the strategic plan to accomplish the mission.

## **Commitment**

USTA Tennessee is committed to performance excellence in all areas of service to our members so that we can best serve those with a passion for the game.

## **Supporting the Mission**

USTA Tennessee fully supports the organizational mission to promote and grow the game to its highest potential in Tennessee! *USTA Tennessee's Core Values constitute the fundamental beliefs of the organization, while goals and objectives present a clear direction, Core Values serve as USTA Tennessee's compass for current and future success.*

## **6. Board of Directors**

[See USTA Guide Section 4](#)

## **7. Not-For-Profit Incorporation**

[See USTA Guide Section 4](#)

## **8. Tax Exempt Status**

[See USTA Guide Section 4](#)

## **9. CTA Insurance**

One of the things to consider when you are forming your CTA/NJTL is insurance. There are two types of insurance you can consider, Master Liability Insurance and Directors and Officers Insurance. Both of these are offered to you by the USTA. To be eligible for this insurance a CTA must:

- 1) Be a registered CTA through the USTA ([click here](#) to renew or register your CTA)
- 2) Have a USTA Membership ([click here](#) to renew your USTA membership or join)
- 3) Have non-profit status [See USTA Guide Section 4](#)

### **Master Liability Insurance Program**

The Master Liability Insurance Program offers up to \$2 million in coverage against allegations of negligence resulting from bodily injury or property damage.

This program offers coverage for liability claims such as: injury or death to a player or participant; accidental injury to a bystander or spectator; property damage to the tennis facility or site allegations of libel, slander, abuse or molestation; and the operation of a rented vehicle.

The enrollee contribution level for each CTA or NJTL is \$165 a year for those organizations with an annual budget of \$25,000 or less and \$465 for those organizations with an annual budget of more than \$25,000. You simply will not find such annual coverage at this cost anywhere on the market. After enrolling in either program, organizations have access to a direct toll-free number with dedicated support and assistance with any of their insurance needs.

To find more information on The USTA Master Liability and Accident Insurance Program please [click here](#).

### **The Directors and Officers Insurance Program**

The Directors and Officers and Employment Practices Insurance Program offers coverage through an "A"-Rated (Excellent) carrier for CTA's and NJTL's nationwide. Policy features include: insurer will locate and provide the appropriate defense counsel; no deductible; \$1,000,000 limit of liability with simple and inexpensive pricing (assumes assets of less than \$1,000,000); and loss prevention services from a national law firm specializing in employment, labor and benefits law risk management assistance.

Community Tennis Associations and NJTL Chapters and Programs are the driving force behind the growth of tennis in Tennessee. Your organization can't afford to forego or overspend on insurance coverage. Add your organization to that list and enjoy the peace of mind that comes along with insurance coverage.

To find more information on The USTA Directors and Officers Insurance Program please [click here](#).

## **10. Financial Responsibly**

Budgeting is a process whereby resources are allocated so that the association can achieve its goals and objectives and carry out its mission. A good budget is critical to your association's success. Your association needs a way to link the strategic plan with your actual activities, and the budget is the tools you'll use to create this link. Below is a sample budget showing the types of income and expenses a CTA might incur on an annual basis.

### **USTA Tennessee Budget Development Information**

#### *Purposes of an Annual CTA Budget*

- *Supports planning and decision-making on how to allocate resources*
- *Establishes benchmark for financial activity and results*
- *Enhances integrity and growth of the organization*
- *Puts strategy into operation, controls spending, communicates plans and expectations*
- *Minimizes possibility of fraud, waste, and abuse*
- *Supports long-term financial health and sustainability*

#### *Five-Step Budget Process*

- *Assemble a Budget Team*
- *Create a Budget Calendar*
- *Prepare for and Conduct Budget Kickoff*
- *Draft the Budget*
- *Monitor the Budget*

#### *Assemble Budget Team*

- *CTA Treasurer and staff person (if applicable)*
- *CTA president and president-elect*
- *Other CTA board members*

#### *Create a Budget Calendar*

- *Good Idea to start on budget in September of preceding year*
- *Goal is to provide draft budget to board for approval in January*

#### *Prepare For and Conduct Budget Kickoff*

- *Operating Results Strategy:*
  - *Break-even Budget v. Surplus Budget v. Planned Deficit Budget*
  - *Strategic Plan and Long-Term goals*
- *Gather data about current year financials*
- *Build budget template*

#### *Draft the Budget*

- *Committee chairs, program managers, and other spenders provide input*
- *Identify financial and strategic goals for next year*
- *How A CTA spends its money is as important as how it earns its money.*

- CTA bank accounts are not intended to be like a personal savings or retirement account – the duty of each CTA is to promote the growth & development of tennis in its community, which is achieved by planned spending
- Submit draft budget to CTA Executive Committee (board officers)
- Executive Committee reviews and tweaks draft budget and sends to entire board for review
- January Meeting: Board reviews, discusses, and adopts budget

#### Monitor the Budget

- Income must be deposited promptly and bills/expenses must be remitted and paid promptly
- All financial transactions (income and expenditures) should be documented
- CTA president, treasurer, and staff person (if applicable) should conduct monthly Year to Date reviews of the financial, which involves the bank statement, the bank statement reconciliation, and comparing the YTD amounts to the budgeted amounts. This allows the CTA to spot and address problem areas promptly and effectively.
- Midyear Budget Review by Executive Committee allows the board to tweak the budget and avoid a catastrophe.

#### USTA Tennessee Template CTA Budget

Income	Amount	Notes/Total
Adult League Fees		
Local CTA Membership Dues		
JTT Fees		
Non-USTA League Fees		
Event Fees		
Marketing Fees		
Sponsorship Income		
Grants Income		
Other Income		
Total Income		
Expenses		
Adult League Expenses		
Occupancy/Operating Expenses		
JTT Expenses		
Non-USTA League Expenses		
Event Expenses		
Marketing Expenses		
Supplies Expenses		
Community Outreach Expenses		
Program Expenses		
Personnel Expenses		
Taxes, corporate governance expenses.		
Other Expenses		
Total Expenses		
Net Income		

## 11. Income Statement

The CTA Treasurer is the person that is responsible for preparing an income statement at the end of each year. The purpose of the income statement is to identify how much money was in the CTA account at the beginning of the year, revenues, and expense and how much was in the CTA account at the end of the year. The income statement should be prepared once all revenues and expense for the current year are available.

## 12. Income Tax

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Most small tax-exempt organizations whose annual [gross receipts](#) are [normally \\$50,000 or less](#) are required to electronically submit Form 990-N, also known as the *e-Postcard*, unless they choose to file a complete Form 990 or Form 990-EZ instead.

### Which forms do exempt organizations file?

Most tax-exempt organizations are required to file an [annual return](#). Which form an organization must file [generally](#) depends on its financial activity, as indicated in the chart below.

<b>Status</b>	<b>Form to File</b>	<b>Instructions</b>
Gross receipts normally ≤ \$50,000 <b>Note:</b> Organizations <a href="#">eligible</a> to file the <i>e-Postcard</i> <a href="#">may choose to file a full return</a>	<a href="#">990-N</a>	n/a
Gross receipts < \$200,000, and Total assets < \$500,000	<a href="#">990-EZ</a> or <a href="#">990</a>	<a href="#">Instructions</a>
Gross receipts ≥ \$200,000, or Total assets ≥ \$500,000	<a href="#">990</a>	<a href="#">Instructions</a>
Private foundation - regardless of financial status	<a href="#">990-PF</a>	<a href="#">Instructions</a>

If you do not file your *e-Postcard* on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the *e-Postcard*, but an organization that fails to file required *e-Postcards* (or information returns – Forms 990 or 990-EZ) for three consecutive years will [automatically lose its tax-exempt status](#). The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

### Due Date of the e-Postcard

The *e-Postcard* is due every year by the 15th day of the 5th month after the close of your [tax year](#). For example, if your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **You cannot file the *e-Postcard* until after your tax year ends.**

### Information You Will Need to File the e-Postcard

The *e-Postcard* is easy to complete. All you need is [eight items of basic information](#) about your organization.

### Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less must file the *e-Postcard*.

Any contract employee of a CTA will need to file a 1099-misc if their stipend exceeds \$600.00 for the year  
[Form 1099-Misc](#)



## Community Tennis Association Administrative Task Calendar

### 13. CTA Administrative Calendar

MONTH	TASK	DEADLINE
JANUARY	Prepare Diversity Grant for local programs <a href="#">Click Here</a> Attend USTA TN Annual Meeting & Community Development Workshop Election of New Board Members Preparation of year-end financial statements Preparation of <a href="#">1099's</a> for contract workers Send State Office updated CTA Contact List ( <a href="#">Submit to Paul Malone</a> ) Apply for sanctioning for CTA Tournaments (For tournaments being held July 1st – December 31 <sup>st</sup> ) ( <a href="#">Contact Kristen Schlukbir</a> ) Update CTA Website	January 30 <sup>th</sup>     January 31 <sup>st</sup> January 31 <sup>st</sup>
FEBRUARY	Apply for Southern Tennis Patrons Foundation College Scholarships (if Necessary) <a href="#">Click Here</a> Prepare Application for Southern Tennis Patrons Foundation Community Tennis Grant (if Necessary) <a href="#">Click Here</a> Update CTA Website	March 1st March 6th
MARCH	Income Tax Preparation Make sure CTA insurance is current Prepare and File Secretary of State Annual Report <a href="#">Click Here</a> Update CTA Website	April 1 <sup>st</sup>
APRIL	Prepare and File Secretary of State Annual Report Update CTA Website	
MAY	File 990 Forms <a href="#">Click Here</a> Prepare Diversity Grant for local programs <a href="#">Click Here</a> Update CTA Website	May 15 <sup>th</sup> May 30 <sup>th</sup>
JUNE	Update CTA Website	
JULY	Send State Office updated CTA Contact List ( <a href="#">Submit to Paul Malone</a> ) File Annual charitable Solicitations report if your CTA engaged in extensive fundraising <a href="#">Click Here</a> Update CTA Website	July 31 <sup>st</sup> July 1 <sup>st</sup>
AUGUST	Update CTA Website	
SEPTEMBER	Apply for USTA Development workshop scholarships ( <a href="#">Contact Tara Williams</a> ) Fill out Nominations for USTA TN Annual Awards ( <a href="#">Contact Tara Williams</a> ) Update CTA Website	End of September
OCTOBER	Prepare materials for CGPG Grant ( <a href="#">Contact Tara Williams</a> ) Apply for sanctioning for CTA Tournaments (For tournaments being held January 1st – June 30 <sup>th</sup> ) ( <a href="#">Contact Kristen Schlukbir</a> ) Update CTA Website	December 1 <sup>st</sup> October 31st
NOVEMBER	Submit materials for CGPG Grant ( <a href="#">Submit to Tara Williams</a> ) Update CTA Website	December 1 <sup>st</sup>
DECEMBER	Renew CTA Registration <a href="#">Click Here</a> Renew your Organizational Membership (timeframe may vary) <a href="#">Click Here</a> Renew CTA Insurance <a href="#">Click Here</a> Submit a CTA Board approved budget for the next year to the state office ( <a href="#">Submit to Tara Williams</a> ) Update any CTA marketing materials for the upcoming year; website, brochures, newsletters, etc.	December 15 <sup>th</sup>

***\*These dates for 2015 are subject to change annually. Dates will be updated each year.***

***\* For ongoing grant opportunities for your CTA please [click here](#).***

#### 14. CTA Programming Calendar

MONTH	CTA TENNIS PROGRAMMING
JANUARY	<b>Open registration for Adult League</b> Introduce tennis into the Schools PE programs USTA TN Tournament Director Workshop contact <a href="#">Kristen Schlukebir</a> USTA TN JTT Coordinator's Workshop contact <a href="#">Tara Williams</a>
FEBRUARY	<b>Prepare for upcoming Mixed and Tri-Level Seasons</b> Prepare for Junior Team Tennis Spring Season Open Registration for Junior Team Tennis Spring Season Introduce tennis into the Schools PE programs
MARCH	<b>Open registration for Mixed &amp; Tri-Level Leagues</b> Introduce tennis into the Schools PE programs
APRIL	Start Junior Team Tennis Spring Season Play Prepare for Junior Team Tennis Summer Season Help kids find more play opportunities through local play days <a href="#">Click Here</a>
MAY	<b>Prepare for upcoming Combo Season</b> Open Registration for Junior Team Tennis Summer Season Help kids find more play opportunities through local play days
JUNE	<b>Open registration for Combo League</b>
JULY	Prepare for Junior Team Tennis Fall Season Junior Team Tennis Tennessee Championships <b>Prepare for Adult Early Start League</b>
AUGUST	Open Registration for Junior Team Tennis Fall Season Reach out to local schools to see when their Teacher in-service training is held Promote Tennis on Campus Championships <b>Open registration for Adult Early Start League</b>
SEPTEMBER	Tennis on Campus Championships
OCTOBER	Prepare for Junior Team Tennis Winter Season Work with the school to schedule a teacher's workshop, and on implement tennis into the PE programs.
NOVEMBER	Work with <a href="#">Karl Davies</a> to schedule an in service training, and on implement tennis into the PE programs.
DECEMBER	<b>Prepare for upcoming Adult League Season</b> Open registration for Junior Team Tennis Winter Season School applies for matching equipment grant <a href="#">Click Here</a> Planning and preparation for upcoming year for Adult and Junior programming.

## **15. Building Relationships and Partnerships**

[See USTA Guide Section 5](#)

## **16. USTA Advocacy**

The USTA's advocacy initiative is aimed at connecting the passion of USTA members and the larger tennis community with the public policy needs of the communities in which they live. We know that tennis is a sport that can change lives and improve communities. For more information on Diversity and Inclusion and how to implement local programs, please [click here](#).

For more information on how to be an advocate for tennis and how this sport can continue to make a difference in your community [click here](#).

## **17. Raising Funds**

[See USTA Guide Section 7](#)

## **18. Delivering programs to your community**

[See USTA Guide Section 8](#)

## **19. Junior USTA Tennis Programs**

### **10 & Under Tennis**

10 and Under Tennis is a chance for kids to learn real tennis and have real fun doing it. 10 and Under Tennis follows almost every other youth sport and uses racquets, balls and courts that are sized right for kids so that they enjoy the game right from the start. 10 and Under Tennis allows kids to rally and play real tennis shortly after picking up a racquet for the first time. And for the first time, kids can fall in love with tennis right away – a love that can last a lifetime. For more information on 10 & Under Tennis in Tennessee email [Kristen Schlukebir](mailto:Kristen.Schlukebir@usta-tenn.org)

### **What Is 10 & Under Tennis**

For the first time ever, tennis has changed the rules for 10-and-Under play and kids come out the winners. Kid's tennis has never seen anything like this. New Rules- kid-sized racquets - slower and lower bouncing balls. It is "tennis sized right" for kids and it has never been easier for kids to get in the game. [Click here](#) to learn more and view the 10 & Under Guidebook!!!

### **Can I sign up for a ten and under team?**

USTA Junior Team Tennis brings kids together in teams to play singles, doubles and mixed doubles against other teams. It promotes social skills and important values by fostering a spirit of cooperation and unity, as well as individual self-growth. Also, it's a fun environment for kids in which they learn that succeeding is really more about how they play the game – win or lose. Contact [Tara Williams](mailto:Tara.Williams@usta-tenn.org) to learn more about Junior Team Tennis in Tennessee.

### **Schools Tennis**

Research has found that early positive experiences in sport create a lifelong commitment to an active lifestyle. Tennis is fun for kids of all ages and levels; with minimal risk of injury the sport provides many social, healthy, and psychological benefits. Click [here](#) to learn more!

### **Fun, safe, easy, no courts required!!**

USTA Schools Tennis provides in-school and extracurricular programming (Kids Tennis Clubs -- see below) for students in grades K-12. The primary goals of the program are a positive first-time experience, perceived competence, fun and fitness. Another important element is to help schools meet their health and wellness

requirements. The program offers training, curriculum materials, access to major discounts on kid-friendly equipment and staff support.

Every day, the USTA and its partners help kids learn not just a sport, but self-confidence, sportsmanship, and the habits of an active, healthy lifestyle. We are committed to making sure that all kids have an opportunity to play and learn from this sport of a lifetime!!

### **Kids' Tennis Clubs**

Kids' Tennis Clubs are perfect for recess or after school. They combine supervised play with minimal instruction. No courts are required, and kid-friendly equipment is ideal for beginners in gymnasiums, playgrounds, and other spaces.

Register or renew your Kids' Tennis Club today by clicking [here](#). Clubs will receive the following support materials:

#### **Registered Kids' Tennis Clubs receive:**

- Kids' Tennis Club Playbook
- 25 Kids' Pocket Playbooks
- 25 Youth Achievement Awards
- Sportsmanship Poster/Tips Sheet
- Recognition certificate

### **Kids Club Matching Equipment Grant**

This matching equipment grant is for Elementary Schools that organize a Kids Tennis Club. The USTA Southern will make an equipment purchase equal to the dollar amount a school spends for tennis equipment for its Kids Tennis Club. [Click here to apply.](#)

### **Physical Education Programs**

Achieve your school's health and wellness goals through tennis! No courts are required and schools can effectively offer PE with tennis sized right for age and ability.

#### **[Register your PE Program](#) today and receive:**

- Kids' Tennis Club Playbook
- Resources for teachers
- Recognition certificate
- School Tennis Curriculum Kit with DVD and Station Cards  
(with \$35 Organization Membership)

### **School Tennis Workshops**

Free 3-hour teacher workshops designed to show physical educators and extracurricular program leaders how to conduct a quality tennis unit and activities for Kids Tennis Club. The workshop also includes class management techniques, basic tennis skills, station activities, supervised play formats, and Tennis Skillastics activities.

Workshop attendees will receive a certificate of attendance and a participant guide. The School/After school tennis workshop often meets school district requirements for continuing education credits.

Representatives from USTA Tennessee teach PE teachers fun tennis games and activities to use with people of all ages. The teachers are shown how to safely introduce the lifetime sport to their students without tennis courts or a large amount of equipment. It is a very active program in which the teachers participate in all of the games and drills. To apply for a workshop, you must click [here](#) and apply for a profile. For more information on school tennis contact [Karl Davies](#).

### **High School No-Cut Programs**

No-cut coaches play a critical role in tennis by allowing young players the opportunity to experience tennis by being a member of a team. A no-cut policy sends the message that developing kids of all levels is important to the school. This opens opportunities for assistance from parents and the communities, which can help your school achieve its health and wellness goals. The USTA celebrates the special commitment coaches and schools make to keep all interested players on their teams through numerous incentives.

Sign up by clicking [here](#) to be a No-Cut Coach.

### **NJTL- National Junior Tennis and Learning**

Through more than 600 non-profit youth development organizations, the NJTL network provides free or low-cost tennis and education programming to more than 300,000 under-resourced youth. [Click Here](#) for more information.

For more information on Tennessee NJTL Program please contact [Tara Williams](#)

### **USTA Tennis Play Events – Play Days and Festivals**

#### **Play Days**

Play Days are events designed to introduce kids to competition in a low pressure setting where results are not documented. These events provide kids with the opportunity to continue to develop and enhance their skills. Play Days are a welcoming way for kids to experience the social and competitive aspects of tennis.

Play Days are organized by skill level and kids have the chance to gain additional play experience through a rotation of opponents and short, continuous matches over a two-to-three hour period. They promote a sense of achievement through its fun and spirited atmosphere.

[Find a Play Day near you by clicking here!!](#)

[Register your Play Day](#) and receive the following benefits:

- Visibility from your listing on YouthTennis.com
- Customizable marketing materials to promote your event
- An electronic Starter Guide with helpful tips to host your Play Day

#### **Tennis Festivals**

Tennis Festivals welcome all ages and abilities and provide an opportunity for kids to experience tennis through a variety of activities. Invite parents to participate and boost registration in your upcoming programs. Include games, snacks, and appropriate program information such as league or tournament dates.

Click [here](#) for Tennis Festival Activities

#### **Junior Team Tennis**

If your kids love tennis, they'll love it even more as part of a team.

Kids like playing with their friends and being part of a group, which is why playing USTA Junior Team Tennis is such a great way to get - and keep - kids in the game. Fun events such as Play Days and Kids' Tennis Clubs often incorporate team formats to help introduce kids to the game, and USTA Junior Team Tennis lets kids continue to play with friends they've made along the way.

Play in USTA Junior Team Tennis involves singles, doubles and mixed doubles. Best of all, USTA Junior Team Tennis is for children of all ages, including those 10 and under, with leagues utilizing the 10 and Under Tennis format, with smaller courts, shorter and lighter racquets, and lower-bouncing and slower-moving balls. For more information on Junior Team Tennis or starting a Junior Team Tennis league in your area please contact [Tara Williams](#)

[What is Junior Team Tennis?](#)



## **Junior Tournaments**

*Advance your game by getting on the court, learning from the best and connecting with your friends. Competing in Junior Tournaments will help take your game as far as you want to go - high school, college or the pros.*

Junior Tournaments are great for kids who want to test their games, get out on the court and make new friends along the way. There is local competition for kids of all levels—entry-level, intermediate and advanced—and as age and ability advance there are also State, Sectional and National level tournaments. To find junior tournaments in Tennessee [click here](#).

USTA Junior Tournaments are offered in a variety of formats, including individual, team, non-elimination and elimination. This allows kids to compete in a way that makes them feel comfortable, that matches their level of play and helps them to experience success. There are also competitions for [wheelchair tennis](#).

Junior Tournaments help kids take their game as far as they want—high school, college or pros—or just have fun competing, all while advancing as players.

Competition in USTA Junior Tournaments does require a USTA Membership. To learn more on how to become a member, [click here](#).

For more information on Junior Tournaments in Tennessee please contact [Kristen Schlukebir](#)

## **[Parent Education](#)**

### **Camps**

#### **High Performance Training Camps**

These invitation-only advanced training camps bring the best 10U kids together from each area. The camps feature drills, strategies, and fundamentals unique to the 10 and Under Tennis format. These competencies will make for an easier transition for the players as they progress and age up to full-size court using green and yellow ball. Each session consists of a dynamic warm-up, partnered hitting rallies using various spins, as well as coach-directed hand-feeding drills, live ball drills with situational points, and match play.

10U High Performance Training camps provide the best environment for junior players to train and develop. 4 boys and 4 girls from each area will be invited to participate. Players are selected based on a combination of playing level, ranking, personal character, and age. Between January-March, there will be two camps offered in the following areas: Memphis, Nashville, and Knoxville. The High Performance camps are three hour training sessions that are led by some of the best local coaches as well as USTA Tennessee staff. Participants are encouraged to share information from the camps with their personal coach and parents.

#### **Developmental Training Camps**

These are fun and engaging tennis camps conducted by some of the best local Tennis Professionals. This program is the first step for USTA Player Development to identify talent and promote 10 and under tennis growth.

Participants will be grouped by skill level and guided through a series of athletic testing, motor skills, on-court instruction, and fun games by the area's best 10U coaches. USTA TN 10U Developmental Camp is perfect for all kids ages 6-10 from those with little tennis training to the more advanced level tournament player.

For more information on Camps USTA Camps available in Tennessee please contact [Kristen Schlukebir](#)

## 20. Adult USTA Tennis Programs

### Tennis on Campus

The United States Tennis Association (USTA), Intercollegiate Tennis Association (ITA) and the National Intramural-Recreational Sports Association (NIRSA) have developed a partnership to provide college students the opportunity to play tennis as part of USTA's Tennis on Campus program.

The USTA's Tennis On Campus program is designed to provide college students with opportunities for team camaraderie, social networking, and rivaled competition through tennis without the rigors of a varsity program. Perfect for athletes who have chosen not to make the jump from high school to college varsity, Tennis On Campus offers co-ed team-based play, regional and national championship competition, and helps students maintain active and healthy lifestyles through their college years.

Tennis Clubs are organized by students for students through the school's recreational sports department. Tennis Clubs are co-ed where they practice, play and socialize with each other along with competing against other schools.

If you have additional questions or would like to start a USTA Tennis on Campus program at your school contact [Kristen Schlukebir](#).

### College Tennis

For more information on College Tennis [click here](#).

### Adult USTA Leagues

USTA League Tennis is the world's largest recreational tennis league providing organized, structured team matches for all ability levels. Approximately 500,000 players compete nationwide, with over 124,000 adult and senior players coming from the USTA Southern Section alone. The program is open to women and men 18 years of age and older and features a local, state and sectional championship and culminates in a national championship in most levels (NTRP levels 2.5 - 5.0).

Whether you are a beginner or a more advanced player, this program has a spot for you. There is no better way to have fun, make friends and compete than USTA League Tennis.

### Available USTA Leagues in Tennessee:

Adult League  
Mixed, Tri-Level, Combo  
Early Start  
Flex League

For more information on Adult Leagues in Tennessee [click here](#) or contact [Charla Patrick](#).

### Adult Tournaments

For competitive players over the age of 18, USTA Adult/Senior Tournaments offers some of the best play opportunities the world of tennis has to offer. Tournaments allow you to test your skill against other players of your level. Adult tournaments range from smaller one-day events to larger Southern Sectional events.

Participation in local, state, and sectional tournaments will provide you with more competition, a greater challenge, as well as a chance to improve your ranking and tennis game! Tournament competition allows players to be introduced to different game styles, new levels of play, new challenges, and new friends!!! Tennessee offers varying level of tournaments that range from the less experienced players to those for the more experienced player! For information on Adult Tournaments in Tennessee [click here](#).

[Friend at Court 2015](#)

## Special Populations

### Connecting Players to Adaptive Tennis Programs

The USTA promotes and develops recreational tennis opportunities for players with differing abilities and circumstances. By identifying adaptive tennis programs in your area, we hope to connect players with special circumstances to programs through our USTA web network. In order to be included in this effort, please [click here](#) and tell us more about your Adaptive Tennis program.

Adaptive tennis includes programs that work with individuals with developmental, psychiatric, physical or environmental disabilities. The USTA supports these programs, providing grants, equipment and resources for specifically tailored programs that provide fun, fitness and a positive social experience for participants. Visit the [Adaptive Tennis](#) page of the USTA website for more information.

## USTA Wheelchair Tennis

USTA Wheelchair Tennis continue to be one of the fastest growing sports and most challenging of all wheelchair sports.

### Benefits of Wheelchair Tennis

In wheelchair tennis, the player must master the game of tennis as well as the wheelchair. Learning mobility on the court is exciting and challenging and helps build strength and cardiovascular ability. Wheelchair tennis provides persons with disability the opportunity to share in activities with their peers and family, whether able-bodied or disabled. A wheelchair player who plays against an able-bodied person in singles or doubles is allowed two bounces of the ball while the able-bodied player is allowed one bounce. Playing wheelchair tennis adds to socialization and the normalization of life after sustaining a disabling injury. Wheelchair tennis is a fun and exciting sport to be involved in!

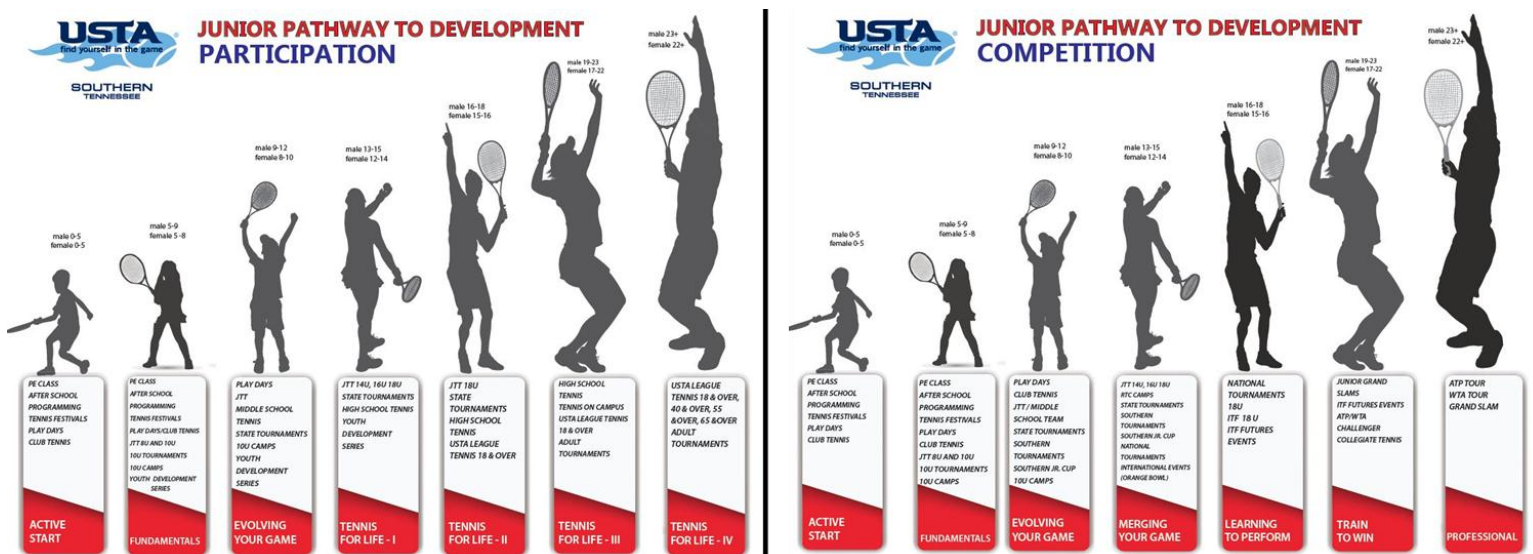
Please [click here](#) for more information on Wheelchair Tennis

[National Wheelcats Website](#)

[Wheel Chair Rules and Reference](#)

[Play Now: Wheelchair Tennis](#)

## 21. Participation and Competitive Pathway from Junior to Adult



## **22. Publicizing your Product**

[See USTA Guide Section 10](#)

## **23. 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. For your CTA Health Check, please [click here](#).

## **24. CTA Resource Guide**

[Your 2014 CTA Quick Reference Guide](#)

## **25. USTA Community Tennis Association Guide**

[Your 2014 USTA Community Tennis Association Guide Book](#)

## **26. USTA TN CTA Shared drop box folder**

[Drop Box Folder](#)

## **Your USTA Tennessee Staff**

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*Volunteers are not paid -- not because they are worthless,  
but because they are priceless. -Unknown*