



The Definition of a Community Tennis Association (CTA): Any incorporated, geographically defined, not-for-profit, volunteer-based tennis organization that supports or provides programs which promote and develop the growth of tennis.” This simple 4-star Benefit Program is designed to enable CTA’s to preform at a higher level. The program can further be used to explore ways to improve tennis programming to meet community needs which leads to an increase in activity funding.

CTA STAR LEVEL BENEFITS PROGRAM

Criteria	4 Star	3 Star	2 Star	1 Star
INITIAL INCORPORATION				
Contact the USTA Louisiana requesting to establish a CTA in your area.				✓
Completion & filing of CTA Articles of Incorporation with the State of Louisiana Secretary of State.				✓
Send copy of Articles of Incorporation to the USTA Louisiana Tennis Association				✓
Obtain Federal Tax ID (Employer Identification Number)				✓
File with IRS as a 501(c)(3) non-profit organization				✓
Register CTA online with the USTA as a USTA Organizational Member.				✓
ATTENDANCE				
At least one Executive Board member in attendance at Annual LTA CTA workshop. CTA's are encouraged to bring more than one representative to the CTA workshop. CTA must attend LTA workshops to be eligible to attend any sectional/national CTA workshops.	✓	✓	✓	✓
Non-funded USTA Louisiana CTA's Community Coordinators are encouraged to attend.	✓	✓		
CTA's Community Coordinators who are fully/partially funded by the USTA Louisiana are required to attend LTA CTA workshop.	✓	✓		

Local League Coordinators (LLC) are encouraged to attend USTA Louisiana LLC workshops and zoom training calls.	✓	✓	✓	✓
CTA President or Board Representative attendance on the Bi-Monthly CTA Zoom call.	✓	✓	✓	✓
ADMINISTRATIVE				
Develop CTA Bylaws & Mission Statement and review yearly.	✓	✓	✓	✓
Board of Directors – updated with the LTA yearly.	✓	✓	✓	✓
Submitting Annual Tax Returns to the IRS	✓	✓	✓	✓
Directors and Officers Insurance Program (Discounted if purchased through USTA)	✓	✓	✓	
Master Liability Insurance Program	✓	✓	✓	
Maintain USTA Organizational Membership (yearly renewal)	✓	✓	✓	✓
<u>Required Meeting Agenda topics:</u> Finance Report and Adult/Jr league updates. Grass Roots – Adult Beginner Programing, Junior Programing/Development <u>Suggested additional topics:</u> social media, Community Partnership/Marketing, Social Media, Community Partnership/Marketing, Tournament/Championship.	4-5	3-4	2-3	1-2
Host minimum # Board Meetings per year (Zoom calls acceptable). Approved minutes with Treasurer reports and list of attendees from meetings posted to CTA website and submitted to the USTA Louisiana within 1 week of minutes being approved.	Minimum: 10 yearly	Minimum: 8 yearly	Minimum: 6 yearly	Minimum: 6 yearly
SOCIAL MEDIA/WEBSITES				
Websites for CTA updated frequently with current information.	✓	✓	✓	✓
Minimum website requirements: CTA name and logo, USTA Louisiana Logo, List of Board of Directors, links to local social media sites, link to local league regulations, and a tab for meeting minutes.	✓	✓	✓	✓
Social media (Facebook, Instagram) updated frequently with upcoming CTA events/leagues.	✓	✓	✓	✓
CTA to support the USTA by posting the USTA Louisiana logo and programing on websites and social medica accounts.	✓	✓	✓	✓

GRASSROOTS				
Influenced and/or partnered with local providers/facilities to provide approved Grass Roots Junior programing . Assist in publicizing on websites, social media and newsletters. Examples: Play days, school, after school programs, red ball challenges. Note: Events could count towards CGPG funding. See requirements on louisianatennis.com	Offer at least 3 JTT leagues per year	Offer at least 2 JTT leagues per year	Offer at least 1 JTT leagues per year	
Influenced and/or partnered with local providers/facilities to provide approved Grass Roots Adult Programing . Assist in publicizing on websites, social media and newsletters. Examples: Tennis Apprentice, Step Up Leagues. Note: Events could count towards CGPG funding. See requirements on louisianatennis.com	Offer all USTA League programs	Offer at least 3 USTA League programs	Offer at least 2 USTA League programs	
Develop Community Partnerships – Schools, Parks and Rec Dept, YMCA, Boys and Girls clubs, Health & Fitness Organizations, Churches, Civic Organizations, Private Businesses, and Events.	✓	✓	✓	✓
FUNDING				
USTA Adult League Head Tax Areas are to demonstrate growth from strictly two team leagues to remain eligible to collect CTA head tax.	Eligible to collect \$12 head tax for adult leagues.	Eligible to collect \$8 head tax for adult leagues.	Eligible to collect \$5 head tax for adult leagues.	
Eligible to host USTA Louisiana Adult State Championships	✓	✓		
Eligible to apply for Annual CTA CGPG funding. *	✓	✓		
Eligible to apply for matching funding for CTA Community Coordinator funding (if available)	✓	✓	✓	
Eligible to apply for general USTA National/USTA Southern/USTA Louisiana matching grants.	✓	✓	✓	✓

*See CGPG funding requirements on the USTA Louisiana website: louisianatennis.com