



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.				✓
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	✓	✓	✓	

CTA STAR LEVEL BENEFITS PROGRAM

Criteria	4 Star	3 Star	2 Star	1 Star
Maintain USTA Organizational Membership (yearly renewal)	✓	✓	✓	✓
<u>Minimum of 4 Committees</u> : Finance, Grassroots Adult and Junior beginner programing, social media and Community Partnership/Marketing.	✓	✓	✓	✓
<u>Required Meeting Agenda topics</u> : Finance Report, Adult/Junior league updates and grassroots – Adult and Junior beginner programing. <u>Suggested additional topics</u> : Junior Development, social media, relationships with Community Partners/Marketing.	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 Executive Director within 1 week of minutes being approved.	Minimum: 10 yearly	Minimum: 8 yearly	Minimum: 6 yearly	Minimum: 6 yearly
ATTENDANCE				
At least one Executive Board member in attendance at the 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. *	✓	✓	✓	✓
CTA's Community Coordinators and/or Executive Directors who are fully/partially funded by the USTA Louisiana are required to attend LTA CTA workshop. Non-Funded USTA Louisiana CTA's Community Coordinators/Executive Directors are encouraged to attend. *	✓	✓	✓	✓
Local League Coordinators (LLC) attendance at USTA Louisiana Local League Coordinator workshops and zoom training calls. *	✓	✓	✓	✓
CTA President or Board Representative attendance on the Bi-Monthly CTA Zoom call. *	✓	✓	✓	✓

CTA STAR LEVEL BENEFITS PROGRAM

Criteria	4 Star	3 Star	2 Star	1 Star
SOCIAL MEDIA/WEBSITES				
Websites for CTA updated with current information. (Updated a minimum of monthly)	✓	✓	✓	✓
Minimum website requirements: CTA name and logo, USTA Louisiana Logo, List of Board of Directors, links to local social media sites, links to local league regulations, and a tab for meeting minutes.	✓	✓	✓	✓
Social media (Facebook, Instagram) updated frequently with upcoming CTA events/leagues. (Updated a minimum of bi-weekly)	✓	✓	✓	✓
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 4 approved programs	Offer at least 3 approved programs	Offer at least 2 approved programs	Offer at least 2 approved programs
Influenced and/or partnered with local providers/facilities to provide approved Grassroots 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 at least 4 approved programs	Offer at least 3 approved programs	Offer at least 2 approved programs	Offer at least 2 approved programs
Develop Community Relationships/Partnerships – Pro's, Schools, Parks and Rec Dept, Private Facilities, YMCA, Boys and Girls clubs, Health & Fitness Organizations, Churches, Civic Organizations, Private Businesses, and Events. *	✓	✓	✓	✓

CTA STAR LEVEL BENEFITS PROGRAM

Criteria	4 Star	3 Star	2 Star	1 Star
LEAGUES/JUNIOR TEAM TENNIS				
USTA Junior Team Tennis Leagues seasons offered per year.	Offer at least 3 JTT leagues per year	Offer at least 2 JTT leagues per year	Offer at least 1 JTT leagues per year	
USTA Adult League programs offered per year.	Offer all USTA League programs	Offer at least 3 USTA League programs	Offer at least 2 USTA League programs	
Areas are to demonstrate growth from strictly two team leagues. *	✓	✓	✓	✓
FUNDING FOR STAR STATUS				
USTA Adult League 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.	✓	✓	✓	✓

*Weighted criteria

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