



Welcome to the 2020 Winter Mixed League. It's time to start working on your roster submission. This packet includes roster submission instructions, key deadline dates for the season and contact information for questions. If you are not planning on being captain this season, please forward this packet to the new captain now and review the process with them. This information should also ensure a smooth roster submission for a returning captain. **Get started now – don't wait until the last minute!**

The 2020 Winter Mixed League Roster Deadline is Friday, October 18th.
Rosters will be accepted on the ALTA website starting Monday, September 23rd.
2020 ALTA membership dues must be paid to be on a roster

- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Whether submitting a new roster or reinstating a roster from a previous season, do not list a player on your roster who has not agreed to be on your team! Each year there are disappointed members not able to be on their desired team because they were placed on a different roster without their agreement.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER Wednesday, October 23rd.** After the roster correction deadline on Wednesday, October 23rd, players cannot be removed from your roster as per the ALTA General Rules Adult League section I.G.4. Players must decide ***to be on, or to be off*** a roster by the roster correction date.
- **DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE CAPTAINS' MEETING.** If your team was moved downward during the leveling process, a potential player may no longer be legal to be added to your team. You should make sure that all players are on your roster before the roster correction deadline of Wednesday, October 23rd, as per ALTA General Rules Adult League section I.G.5.
- **TEAM PLACEMENT.** Your submitted roster, which includes player and team history, will determine the preliminary placement/level of your team. ALTA's need to fill various levels/flights may also impact a team's final level. Please see the attached document, "LEAGUE INFORMATION FOR TEAM PLACEMENT" for further information on team leveling. If you believe you have a valid reason to be placed at a specific level, you have the option of submitting a **"request for review"** during the roster submission process.
- **LOOKING FOR PLAYERS?** Post your team on the ALTA website under "Home"> Find Players/Teams > Teams Looking for Players. Enter your team information here.
- **EXAMINE YOUR ROSTER!** View your roster online prior to the roster correction deadline to ensure that all changes, additions or deletions have been saved! Print out a copy for your own records. **If a player's name is not listed, the player is not on your roster.**

Good luck, have fun and enjoy the season!

Kirsten Sykes
VP Mixed League
Phone: 770-399-5788, ext. 122
E-mail: mixedvp@altatennis.org

IMPORTANT DATES

Monday September 23	Roster Registration Starts	The first day for roster submission on the ALTA website. You must have 12 paid members for your roster to be accepted.
Midnight Friday, October 18	Roster Registration Ends	The last day for roster submission on the website. It is very busy the last few days, so please submit early.
Midnight Wednesday, October 23rd	Late Roster Submission	If you missed the online registration deadline of October 18 th , you may submit a late roster online until October 23 rd . There is a \$50.00 late fee.
Midnight Wednesday, October 23rd	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight, October 23rd ALL players that want to be on your roster must be on the roster before this date. Players not wanting to be on your roster must be removed before this date.
Presentation on the ALTA Website	Captain's Presentation is available on the ALTA Website for you to view at your convenience. Any questions should be directed to your assigned coordinator	We will no longer have formal Captain's Meetings. The presentation is located on the ALTA website for you to view at your convenience. All captains should view. Complete packets and schedules may be downloaded from the ALTA website starting Thursday, December 5 th .
Sunday, January 5th	Start of Mixed Doubles Play	The fun begins!
Sunday, February 16th	End of Mixed Doubles	The regular season ends!
Saturday/Sunday February 22 & February 23	Playoff Rounds 1 and 2 (Rain dates February 23 & February 29th)	City Finals locations and start times will be in your captain's schedule packet.
Saturday February 29 th	AA City Finals and Round 3 A, B & C Playoffs (Rain date March 1 st)	
Saturday March 7th	A, B & C City Finals (Rain date March 8th)	

League Contacts

Position	Name	E-mail	Phone
AA and A1 – A8 Level Teams	Cameron Turner	camturner1978@hotmail.com	678-231-0470
B1 – B4 Level Teams	John Lowell	johnhlowell@gmail.com	770-235-8566
B5 – B8 Level Teams	Ellen Vicar	evicar@att.net	404-256-4028
C Level Teams	David Rowe	Rowed1970@gmail.com	404-966-1022
VP Mixed Doubles League	Kirsten Sykes	mixedvp@altatennis.org	770-399-5788, ext. 122
<p>It is not the responsibility of the ALTA office staff to answer league-specific questions. However, the office staff is happy to answer questions about ALTA memberships.</p> <p style="text-align: center;">Remember, Coordinators are volunteers. Not calling after 9 pm will be most appreciated.</p>			

NOTICE: CAPTAIN'S PACKETS ARE AVAILABLE ONLY BY DOWNLOAD FROM THE ALTA WEBSITE

ALTA 300 Colonial Center Parkway, Suite 140 Roswell, GA 30076

Captains,

Team Management is available right on the ALTA website in your Member Portal!

You will have access to your winter team and all team management features starting **December 5** when your schedules are online. Member Portal > My Active Teams.

Logging in on the ALTA website takes you directly to your Member Portal.

Prior to schedules coming out:

You and your teammates can upload your profile photos - My Account > My Profile. My Account > My Preferences allows captains to share their email address with other captains on the schedule and all team members to indicate their court side preference and set their message board notification frequency.

After schedules released:

Clicking My Active teams reveals green tiles that are directly clickable to manage your team. You may also start at the Dashboard that will show 3 upcoming matches. All tile choices are now at the top of your screen to select.

Availability – Please instruct your team to go online and set their availability for the season. They will need to Save their selections at the bottom of the screen. As captain, you can set availability for players as needed.

Communicate – This is where you can send emails to your team or click the message icon and post on the message board.

Leader Preferences – Captains can set the frequency of team notifications for setting their availability and confirming their place in a lineup.

Scorecards – Probably the easiest location to enter or review a scorecard. Scorecards may also be entered under Schedule & Lineup.

Schedule & Lineup – Opposing team names are clickable to open an accordion with all match information. Lineup is clickable for the entire team, but the captains can create and edit as needed. When published, the team will get an email with their match details including a link to reply that they can play. Captain email addresses will show in this area if they have checked that option in My Preferences.

There is a Feedback button on the bottom of the screen. You may send comments as desired to improve your experience on our website.

Your coordinators are your first line of contact. Please reach out to them as needed.

Thank you!

LEAGUE INFORMATION FOR TEAM PLACEMENT

To get an estimate of where your team might be placed, determine the value of each of the top players on your team. Find the average and round the result. Find the level in the chart associated with the result.

AA1 = 1	A1 = 5	B1 = 14	C1 = 23
AA2 = 2	A2 = 6	B2 = 15	C2 = 24
AA3 = 3	A3 = 7	B3 = 16	C3 = 25
AA4 = 4	A4 = 8	B4 = 17	C4 = 26
	A5 = 9	B5 = 18	C5 = 27
	A6 = 10	B6 = 19	C6 = 28
	A7 = 11	B7 = 20	C7 = 29
	A8 = 12	B8 = 21	C8 = 30
	A9 = 13	B9 = 22	

Team Placement is determined in the following ways: 1) the team's record from the most recent team history during the past 12 months; 2) the average of the top players on the team. **If this is a returning team, players identified as returning team members will be valued with the level/flight earned by that team in the past 12 months.** All other team members will be valued based on ALTA league history in the past 12 months according to the search order outlined for each league; 3) the number of teams submitted in a level.

Search Sequence order by League:

MEN'S LEAGUE

Use the average of the top 10 men.

- ❖ Searches Men (two seasons), Mixed Doubles (two seasons) and Senior Men.

SUNDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Sunday (two seasons), Thursday (two seasons), Mixed Doubles (two seasons) and Senior Women.

THURSDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Thursday (two seasons), Sunday (two seasons), Mixed Doubles (two seasons) and Senior Women.

MIXED DOUBLES

Use the average of the top 5 men and top 5 women.

- ❖ Searches Mixed Doubles for players returning to their Mixed Doubles team.
- ❖ For players new to the team, the system searches: Men, Sunday / Thursday Women (two seasons), Mixed Doubles (for a rating from another Mixed team--two seasons), then Senior Men / Senior Women.
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR LEAGUES

SENIOR MIXED LEAGUE Use the average of the top 5 men and top 5 women.

- ❖ Searches Senior Mixed, Senior Men / Senior Women, Men / Sunday / Thursday Women (two seasons), Mixed Doubles (two seasons) then Senior Day Men / Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR WOMEN'S LEAGUE Use the average of the top 10 women.

- ❖ Searches Senior Women, Sunday / Thursday Women (two seasons), Senior Mixed, Mixed Doubles (two seasons) then Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR MEN'S LEAGUE Use the average of the top 10 men.

- ❖ Searches Senior Men, Men (two seasons), Senior Mixed, Mixed Doubles (two seasons), then Senior Day Men (two seasons).

SENIOR DAY WOMEN'S LEAGUE Use the average of the top 8 women.

- ❖ Searches Senior Day Women (two seasons), Senior Women, Senior Mixed, Sunday / Thursday Women (two seasons), then Mixed Doubles (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR DAY MEN'S LEAGUE Use the average of the top 8 men.

- ❖ Searches Senior Day Men (two seasons), Senior Men, Senior Mixed, Men (two seasons), then Mixed Doubles (two seasons).

CAPTAIN'S WORKSHEET

This sheet is for use in organizing all your team information before submitting your roster. DO NOT send it to the ALTA office.

League (i.e., Mixed Doubles, Men, Sunday Women, Thursday Women) _____

Captain's ALTA Number _____ - _____ - _____ Captain's Name _____

Co-captain's ALTA Number _____ - _____ - _____ Co-captain's Name _____

Facility number Facility Name _____

Requested Level of Play Requested Flight
 (AA, A, B or C) (1 – 9)

Remaining ALTA Members of Team (DO NOT INCLUDE CAPTAIN OR CO-CAPTAIN)

Number	Name
_____ - _____ - _____	
_____ - _____ - _____	
_____ - _____ - _____	
_____ - _____ - _____	
_____ - _____ - _____	
_____ - _____ - _____	

Please continue additional team members on next page

FOR 1. and 2. BELOW, PLEASE CHECK – ALTA GENERAL RULES, I.F.

- | | | |
|---|-----------|----------|
| 1. Are there any current Div. I College Players (as defined in Rule I.F.) on your roster? (You must play at the AA level.) | Yes _____ | No _____ |
| 2. Are there any current non-Div. I College Players? (You must play no lower than A level.) | Yes _____ | No _____ |
| 3. Are there any current unranked high school players on your roster (You must play no lower than B level.) | Yes _____ | No _____ |

IMPORTANT NOTES:

Your team is considered to be a **returning team** if **six of the team members (for Mixed Doubles 3 men/3 women) were on the same team roster last season** (regardless of whether or not they actually played)!
 Remember, you must have the minimum number of players required for your league to submit a roster (see Adult Rules I.E.). To be included in roster submission, all players must have an ALTA number and be paid for the year in which the team will be playing. A new member may purchase an ALTA number by either (1) visiting our website (www.altatennis.org) and using Visa, Mastercard, or American Express, or (2) by coming to the ALTA office and submitting a new member card and \$25 (check or cash).

Number

Name

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AT COMPLETION OF ROSTER ENTRY,
 YOU WILL RECEIVE A CONFIRMATION NUMBER. ENTER IT HERE: