



Welcome to the Spring 2020 season. It's time to start work on your roster so please read this entire packet carefully. It includes all the instructions you need, the key dates for the season and who to call if you have questions. If you are not planning on being the manager this season, please forward this packet to the new manager now and review the process with them to make sure they understand what they have to do. If you are returning as manager, you should still read the entire packet again. Get started now – don't wait until the last minute!

The Spring Junior Leagues Roster Deadline is Monday, January 20.
The ALTA website will accept rosters starting on Wednesday, January 1.
2020 ALTA junior membership dues \$10 (\$15 as of January 1) must be paid to be on a roster.

New This Season: 15U replaces 14U. See Age Eligibility Guidelines for Changes

- **Please visit the ALTA website, www.altatennis.org** for roster submission, important dates, league rules, age guidelines, manager's handbook, schedule packet and other various rules and regulations for Junior League play. Matches are played on Saturday, girls at 1:30pm and boys at 3:30pm. Junior dues must be current to be added to a team. A player may only have one ALTA number. Any questions regarding a username, password or player ALTA number may be directed to the ALTA office 770-399-5788. Team managers should use their own ALTA number or obtain a volunteer number when submitting a roster. Please update your profile on the website and encourage your players (parents) to update their profile so we have current phone numbers and email addresses. An confirmation email will be sent to the email address on file when a player is added to 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 have been placed on a different roster without their (or their parents) agreement.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER January 25.** After the roster correction deadline on **January 25**, players cannot be removed from your roster. Players (or parents) must decide to be on or off the roster by this deadline.
- **DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE MANAGERS' 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 **January 25** to ensure they are eligible to play on your team. Any questions/issues regarding this process should be directed to your Coordinator or Overall Coordinator as listed in your Schedule Packet.
- **TEAM PLACEMENT IS ALWAYS THE SUBJECT OF MANY QUESTIONS.** Your submitted roster, which includes player and team history, will determine the preliminary placement/level of your team. ALTA will also consider travel when placing your team. **We urge you to complete a Request for Review if there have been any changes to your team that will affect its strength, or if you have players with a year-end USTA Championship ranking or if your new ALTA team has previously played with the USTA program.** While we do not guarantee we will be able to honor your request, it will enable us to give specific attention to these considerations in the leveling process.
- **LOOKING FOR PLAYERS?** If you are looking for additional players, please post your team request and view players looking for teams on the ALTA website under "**Home → Players & Leagues → Find Players and Teams**".
- **EXAMINE YOUR ROSTER!** If you make any changes, additions or deletions to your roster prior to the roster correction deadline, please view your roster online to ensure that all changes have been saved and 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!

Rita Maloof
VP Junior Leagues
Phone: 770-399-5788, ext. 119
Email: juniorvp@altatennis.org

IMPORTANT DATES

Wednesday January 1	Roster Registration Starts	The first day you can submit your roster on the ALTA website. You must have 8 paid members for your roster to be accepted.
Midnight Monday, January 20	Roster Registration Ends	The last day to get your roster submitted using the website. It will be very busy the last few days so please submit early.
Midnight Saturday, January 25	Late Roster Submission	If you missed the online registration deadline of Jan 20 , you have until Jan 25 to enter a late roster online. There is a \$50.00 late fee.
Midnight Saturday, January 25	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight Jan 25 . ALL players that <u>want to be on your roster</u> must be on the roster before this date. Players <u>not wanting to be on your roster</u> must be removed before this date.
Thursday February 20	Schedules Available Online	Complete packets and schedules can be downloaded from the ALTA website starting on Thursday, February 20 .
Saturday March 7	Start of Junior Leagues Play	The fun begins!
Saturday April 18	End of Junior Leagues	The regular season ends!
Saturdays Apr 25 & May 2	Spring Playoff Rounds 1 and 2 (Rain dates 4/26 and 5/3)	City Finals locations and start times will be in your Manager's schedule packet.
Saturday May 2	1 st round of City Finals (Rain date 5/3)	
Saturday May 9	2 nd round of City Finals (Rain date 5/10)	

League Contacts

Position	Name	E-mail	Phone
Overall boys 10/12	Tammi Copelli	tammi.copelli@gmail.com	770-840-7209
Overall girls 10/12	Michelle Camay	camayma@gmail.com	678-641-6971
Overall boys 15/18	Jill de Vallette	devallette@comcast.net	404-431-4455
Overall girls 15/18	Peggy Stabile	pjstab@gmail.com	404-234-3312
Coordinators	various	see schedule packet	See schedule packet
VP Junior Leagues	Rita Maloof	juniorvp@altatennis.org	770-399-5788, ext. 119

It is not the responsibility of the ALTA office staff to answer questions about specific leagues. They will be happy, however, to answer questions about ALTA memberships.

Remember, coordinators are volunteers. Not calling after 9pm will be most appreciated.

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

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

JUNIOR LEAGUES AGE ELIGIBILITY GUIDELINES

As of January 1, 2020

For the Spring:

Minimum age for Junior eligibility: A player must attain his/her 7th birthday during the calendar year in which he/she wishes to play.

10 & Under Age Group: No player may have reached his/her 11th birthday **on or before March 1st prior to the** Spring season he/she wishes to play

12 & Under Age Group: No player may have reached his/her 13th birthday **on or before March 1st prior to the** Spring season he/she wishes to play

15 & Under Age Group: No player may have reached his/her **16th** birthday **on or before March 1st prior to the** Spring season he/she wishes to play

18 & Under Age Group: No player may have reached his/her 19th birthday on or before December 31st in the year in which he/she wishes to play

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For the Fall:

Minimum age for Junior eligibility: A player must attain his/her 7th birthday during the calendar year in which he/she wishes to play.

10 & Under Age Group: No player may have reached his/her 11th birthday **on or before September 1st prior to the** fall season which he/she wishes to play

12 & Under Age Group: No player may have reached his/her 13th birthday **on or before September 1st prior to the** fall the fall season which he/she wishes to play

15 & Under Age Group: No player may have reached his/her **16th** birthday **on or before September 1st prior to the** fall the fall season which he/she wishes to play

18 & Under Age Group: No player may have reached his/her 19th birthday on or before December 31st in the year in which he/she wishes to play

PLEASE CHECK THE PROFILE INFORMATION LISTED FOR YOUR ALTA NUMBER TO ENSURE WE HAVE ALL THE CORRECT PHONE NUMBERS, HOME ADDRESS, ETC FOR YOU.

Enter a Roster

From the ALTA Home Page, log in and go to **Member Portal>My Rosters & New/Reinstate**. Select the league in which you wish to play and then follow the instructions. If you do not have access to a computer with Internet access, computers are available at the ALTA office during normal working hours.

- ***If you have issues entering a roster/player due to the new 2020 age/date eligibility changes, please email junioryvp@altatennis.org for help.***

Make Changes to a Roster

Once you have submitted your roster, you may make changes/additions/deletions to that roster at any time until the roster corrections deadline (5 days after Roster Deadline).

1. Go to the ALTA home page, log in and select **Member Portal>My Rosters & New/Reinstate**.
2. Select the Current Season's Roster to which you want to add players or make changes.
3. The Member tab will open displaying a list of all the members.
4. To add players, enter the member's ALTA number, then click the *Add* button or, if you do not know the membership number, search for the player you want to add to your roster. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the *Add* button for each one and continue the process until you are done. To remove a player, click *Remove* to the left of their ALTA number.
5. You may also change your Facility (Roster/Facility tab, click *Select* button to the right of the Facility Name, fill in search criteria, click *Search* button, then click *Select* to the left of the Facility name/number); your requested level/flight and rankings (Level/Rank tab); Designees (Designees tab), etc. by selecting the appropriate tab.
6. Save the roster additions/changes and the payment screen will appear if the added players need to renew their memberships. To avoid this step, players need to pay for their memberships before you try and add them to your team. (See below**) Otherwise, you may pay by credit card to add these players to your team.
7. The *Roster Summary* page will appear (with your current season's Roster ID). Check it carefully and print it for your records.

To Pay Dues using the ALTA website

Log in and go to **Member Portal> Members & Memberships** - and select one of the following: New Member/Renew My Membership/ Renew Membership/Renew Multiple Memberships to purchase new memberships or renew existing memberships.

1. Follow the prompts until the *Payment Processing* page appears. Follow the onscreen instructions for entering your credit card information and completing the payment.
2. Upon completion, print out the *Confirmation* page.

Instructions for Adding Players to Your Roster on the ALTA Website

1. Go to the ALTA home page, log in and select **Member Portal>My Rosters & New/Reinstate**.
2. Select your current season's roster
3. You will be taken to the *Members* page
4. Put in your add-on's ALTA membership number and click the *Add-on* button
5. Or search for a player by entering their first and last name, and clicking the *Search* button.
6. Select the correct member from the list which will appear
7. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
8. Your add-on name(s) will appear in the list of members
9. When you have finished adding members click the *Save* button
10. You will be asked to pay for any of your add-ons who are not paid members for the current year
11. You may either continue by filling in your credit card information and clicking submit (you will receive a *Payment Confirmation* page to print for your records), then clicking *Next >* and you will receive a *Roster Summary* page showing your add-ons and the date they were added. Print this summary page for your records, or
13. If you do not wish to pay for the member(s), click the *<Prev* button, and click *Remove* to the left of the unpaid player's name, then click *Save* again. A *Roster Summary* page will appear showing your paid add-ons and the date they were added. Print this summary page for your records.

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A maximum of six players may be added to your roster. Added players must be accepted on the ALTA website by midnight the night before they play their first match.

ALTA JUNIOR LEAGUES – TEAM MANAGER’S WORKSHEET

This sheet is for your use in organizing your team information before submitting your roster.
DO NOT SEND THIS TO THE ALTA OFFICE.

1. League (circle one): Junior Boys Junior Girls
2. Manager’s Name _____ 5. Co-Manager’s Name _____
- Mgr. ALTA # _____ - _____ - _____ Co-mgr. ALTA # _____ - _____ - _____
3. Age Group of Team: _____ 6. Team Members – a minimum of 8 needed
 (10, 12, 15 or 18) Fill in names and ALTA numbers below
4. Facility Number: _____ - _____ - _____
- Facility Name: _____

Member’s ALTA Number	Team Member’s Name	Team Member’s E-Mail Address
	1)	
	2)	
	3)	
	4)	
	5)	
	6)	
	7)	
	8)	
	9)	
	10)	
	11)	
	12)	
	13)	
	14)	
	15)	
	16)	