



Welcome to the [Fall 2020](#) Thursday Women's 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 Fall Thursday Women's Roster Deadline is [Friday, July 24<sup>th</sup>, 2020.](#)**  
**Rosters will be accepted on the ALTA website starting [Monday, July 6<sup>th</sup>, 2020.](#) ALTA membership dues must be paid before being placed on a roster.**

- **MINIMUM PLAYERS ON ROSTER.** You must have a minimum of 12 paid players for your roster to be accepted.
- **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, July 29<sup>th</sup>, 2020.](#)** After the roster correction deadline on [July 29<sup>th</sup>](#), 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 [July 29<sup>th</sup>](#), 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 "Players & Facilities → Players & Teams → Teams Looking for Players". **LOOKING FOR TEAMS?** View players looking for teams under "Players & Facilities → Players & Teams → Players Looking for Teams".
- **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!

Keri Beck  
VP Thursday Women's League  
Phone: 770-399-5788, ext 118  
E-mail: [ThursdayVP@altatennis.org](mailto:ThursdayVP@altatennis.org)

## IMPORTANT DATES

Monday July 6, 2020	Roster Registration Starts	The first day for roster submission on the ALTA website. You must have <b>12 paid members</b> for your roster to be accepted.
Midnight Friday July 24, 2020	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 Monday July 27, 2020	Late Roster Submission	If you missed the online registration deadline of July 24 <sup>th</sup> you may submit a late roster online until July 27 <sup>th</sup> . There is a \$50.00 late fee.
Midnight Wednesday July 29, 2020	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight, July 29 <sup>th</sup> . 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.
Thursday Aug. 27, 2020	Schedules viewable online	No on-site Captain's Meeting this season. Complete packets and schedules may be downloaded from the ALTA website starting Aug. 27 <sup>th</sup> .
Thursday Sept. 10, 2020	Start of Spring League play	The fun begins!
Thursday Oct. 22, 2020	End of Spring League play	The regular season ends!
Tues., October 27 <sup>th</sup>	Fall Playoff Round 1	Rain date-October 29 <sup>th</sup>
Thurs., October 29 <sup>th</sup>	Fall Playoff Round 2	Rain date-November 3 <sup>rd</sup>
Tues., November 3 <sup>rd</sup>	Fall Playoff Round 3	Rain date-November 5 <sup>th</sup>
Thurs. November 5 <sup>th</sup>	City Finals for all levels	City Finals locations will be in your captain's schedule packet. Rain date-November 12 <sup>th</sup>

### League Contacts

Position	Name	E-mail	Phone
AA/A Overall Coordinator	Karen Sullivan	<a href="mailto:ksullivan@outlook.com">ksullivan@outlook.com</a>	678-923-2440
B1-B4 Overall Coordinator	Siobhan Schaeffer	<a href="mailto:zzsiob@gmail.com">zzsiob@gmail.com</a>	404-641-3373
B5-B8 Overall Coordinator	Beth Graham	<a href="mailto:bethbgraham@gmail.com">bethbgraham@gmail.com</a>	770-624-7650
C1-C8 Overall Coordinator	Jane Milton	<a href="mailto:Janemilton@gmail.com">Janemilton@gmail.com</a>	770-827-6046
VP Thursday Women's League	Keri Beck	<a href="mailto:Thursdayvp@altatennis.org">Thursdayvp@altatennis.org</a>	770-399-5788, ext. 118

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.

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

**NOTICE: CAPTAIN'S PACKETS ARE AVAILABLE ONLY BY DOWNLOAD FROM THE ALTA WEBSITE**  
**ALTA 300 Colonial Center Parkway, Suite 140 Roswell, GA 30076**

## 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).

### How to reinstate a previous roster?

1. Log in to the ALTA website Member Portal
2. Select My Rosters & New/Reinstate
3. Select the New/Reinstate tile
4. Select a league in which to enter a roster
5. Click **Reinstate** button
6. Read and acknowledge the bullet point items to start the process
7. Remove players from the past roster that will not remain on the team
8. Click Add Player to Search and Select players as needed to add to the team
9. If you are not planning to pay any unpaid dues, you will need to remove those players and add them back before the end of the roster correction period
10. Make sure you have at least the minimum number of paid players to enter your roster
11. You must certify that you have permission from all players to put them on this team
12. You will receive a warning if players you are entering on this roster are already on another roster
13. Select/verify captains or managers for this team
14. Select/verify the **Home Facility** for this team
15. Add designees if you want others than the captains, managers and roster creator to be able to see the team tracking sheet and opposing team contact information on the schedule, and to make player adds
16. Designees may be added and deleted as needed throughout the season
17. The roster creator will automatically be included as a designee but can be removed from team management, if appropriate, and remain in history as the one who submitted the roster\
18. Select Requested Level Flight
19. Choose any rankings that currently apply to your team members
20. Only complete Request for Review if the team has special circumstances that will affect their level/flight placement
21. Note the warnings: Error Check and click **Previous** to make changes or click **Next** to Pay
22. Emails will be sent to your players confirming their addition to this roster and also sent to other captains if you have added a player they currently have on their roster in the same league
23. A Roster Summary page will appear with your new Roster confirmation number
24. Print a copy for your record

## How to create a new roster?

1. Log in to the ALTA website Member Portal
2. Select My Rosters & New/Reinstate
3. Select the New/Reinstate tile
4. Select a league in which to enter a roster
5. Click New
6. Read and acknowledge the bullet point items to start the process
7. Click Add Player to Search and Select players for this new team
8. If you are not planning to pay any unpaid dues, you will need to remove those players and add them back before the end of the roster correction period
9. Make sure you have at least the minimum number of paid players to enter your roster
10. You must certify that you have permission from all players to put them on this team
11. You will receive a warning if players you are entering on this roster are already on another roster
12. Select captains or managers for this new team
13. Select the Home Facility for this team
14. Add designees if you want others than the captains, managers and roster creator to be able to see the team tracking sheet and opposing team contact information on the schedule, and to make player adds
15. Designees may be added and deleted as needed throughout the season
16. The roster creator will automatically be included as a designee but can be removed from team management, if appropriate, and remain in history as the one who submitted the roster
17. Select Requested Level Flight
18. Choose any rankings that currently apply to your team members
19. Only complete Request for Review if the team has special circumstances that will affect their level/flight placement
20. Note warnings under 9: Error Check and click Previous to make changes or click Next to Pay
21. All players must be paid in order to complete the new roster
22. Emails will be sent to your players confirming their addition to this roster and also sent to other captains if you have added a player they currently have on their roster in the same league
23. A Roster Summary page will appear with your new Roster confirmation number
24. Print a copy for your record