MEMBER HANDBOOK

This handbook is presented as a guide to adult pickleball members and team leaders.

When approved by the Executive Committee, ALTA rules will change, and the content of the handbook may not immediately reflect that rule change.

All actions by team leaders and members,
and rulings by the President or Vice President,
shall be in accordance with the current General Rules Adult Leagues.

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ABOUT ALTA

HISTORY

The Atlanta Lawn Tennis Association was first registered with the United States Lawn Tennis Association in 1934 by a group of local tennis enthusiasts to promote tournaments and support junior tennis programs. During that time, tennis activity was centered in the public parks.

From 1934 until 1971, ALTA had about fifty members whose primary interests were grass court tennis, junior tennis and tournaments. League play as we know it today did not exist. In 1970, Charlie Cox was elected President of ALTA. He hit upon the concept of league play to attract new members in the hope that these members would provide the volunteers needed for major tournament directors who would consider Atlanta as a destination. Over the past five decades, ALTA's membership grew from 900 to an all-time high of 80,000 in the late 1990's. In the summer of 2023, pickleball players were invited to join ALTA and compete in the newly added Pickleball league. Members participate in public parks, neighborhoods, and private clubs.

ALTA TODAY

Our members enjoy year-round tennis and pickleball through the Adult Leagues, the Junior Challenge Ladder, and Mixers.

- Leagues are structured by gender and age within the four seasons. Today, members can choose from thirteen different leagues. Depending on the league, a season will last 6 or 7 weeks.
- Junior Challenge Ladder is available for juniors who wish to compete as individual players. Participants can qualify for tournament assistance.
- Mixers are scheduled throughout the year as single-day, social events. Members register as a pair and will compete in a round-robin format.

To administer the needs of our members, all functions for ALTA activities reside on our website, www.altatennis.org The original site was launched in 2010, ushering ALTA into the computer age. Since then, the site has been upgraded as needed.

The ALTA Foundation was established in 1986 as the charitable arm of ALTA and is funded through member dues and donations. This funding also supports a scholarship program for college bound high school seniors and community programs that provide access to the sport of tennis for those who are disabled or disadvantaged.

Net News, the association's magazine, is published six times a year. Our members will find articles about ALTA, tennis, and pickleball that inform, educate, and entertain.

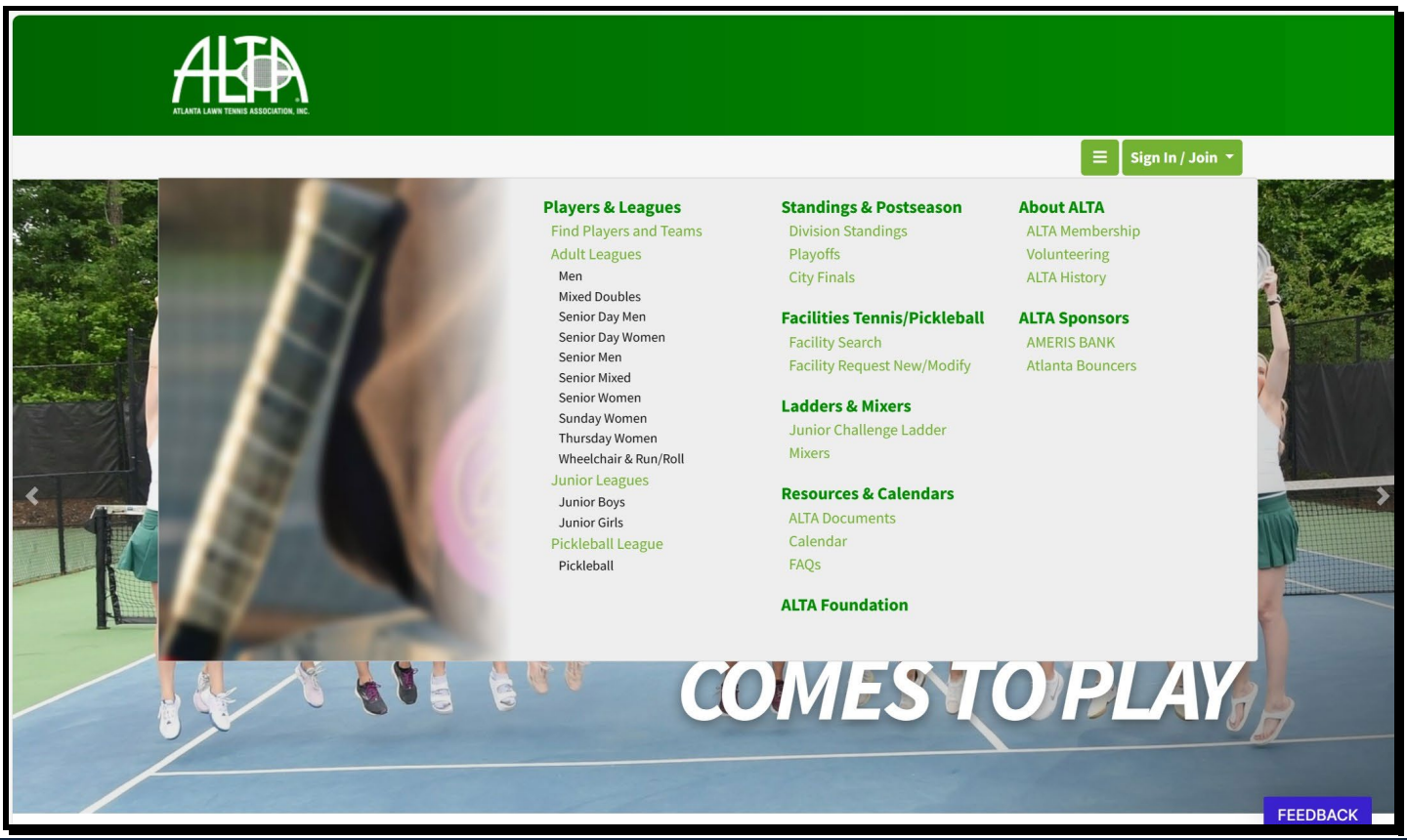
ALTA WEB SITE www.altatennis.org

The ALTA web site provides all the information members need regarding the association, leagues, teams, and memberships. Members have access to the member and facility databases, their personal historical information, and active teams. Team leaders (captain, co-captain, and designee) have access to a team management system. Resources include the official ALTA calendar, ALTA rules, rules of tennis, rules of pickleball and information for all ALTA activities and functions.

To ensure enhanced security within the ALTA System, members are required to establish a unique username and password. If you have any questions regarding ALTA membership requirements, please contact the ALTA office at 770-399-5788.

We are constantly improving the functions of the ALTA web site. As we implement upgrades, the handbook may not immediately reflect those improvements. We appreciate your patience.

Home Page: The home page provides access to the public pages. This information is available to members and nonmembers. To access the public pages menu, click the hamburger icon (3 white lines within the green box).

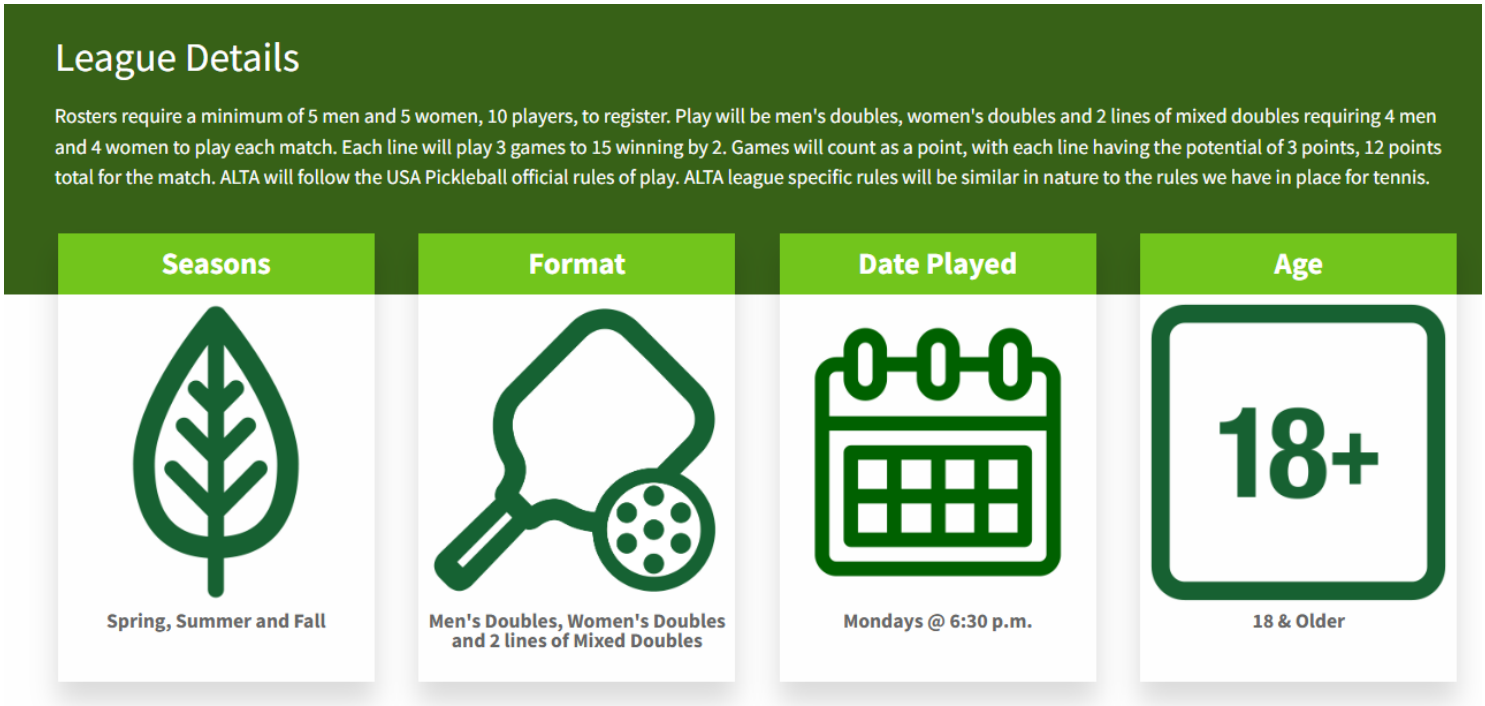


Members and nonmembers will find important information regarding all leagues, mixers, and the junior challenge ladder. Also, users can view division standings and post-season results for any team, search the facilities database, and access rules and documents relevant to ALTA activities.

By scrolling the length of the homepage, users will find the official ALTA calendar, the bulletin board with updates and current events, and links to roster registration and team management functions.

Members must log in to register teams, access member profile, member portal, or access team management.

Welcome to League Play



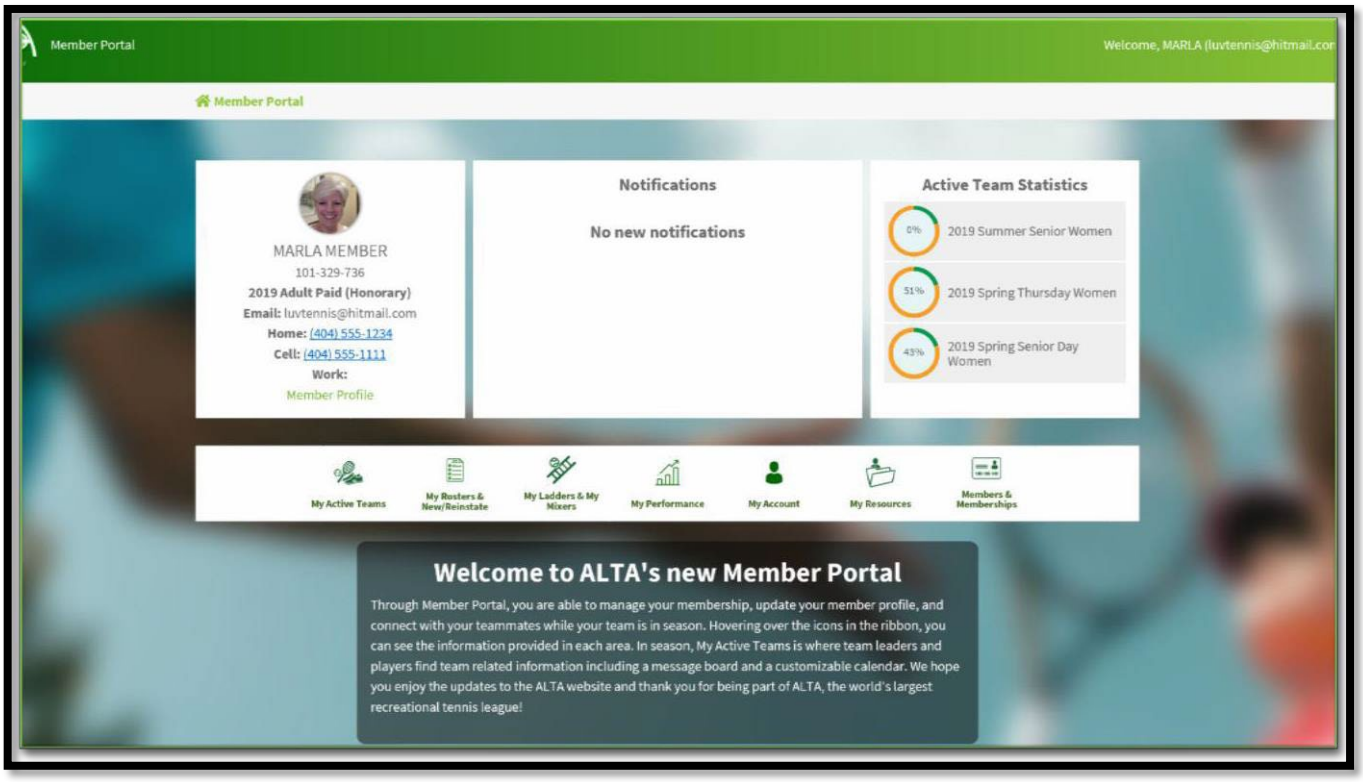
Teams come to ALTA fully formed with a roster of players who are paid members and meet the requirements of the league. The roster creator must also have a commitment from an established ALTA approved facility from which home matches will be played. The roster must be submitted during the registration period for the current season. Refer to the official calendar on the ALTA website for registration dates.

Different leagues will compete in different seasons.

Winter League	Spring League	Summer League	Fall League
Mixed Doubles	Men	Mixed Doubles	Men
Sr Mixed Doubles	Sr Day Men	Sr Men	Sr Day Men
	Sr Day Women	Sr Women	Sr Day Women
	Sunday Women	Run ‘n Roll	Sunday Women
	Thursday Women	Pickleball	Thursday Women
	Wheelchair		Wheelchair
	Pickleball		Pickleball

Information for each league, including registration dates and league requirements, can be found on the public pages of the ALTA website under Players & Leagues.

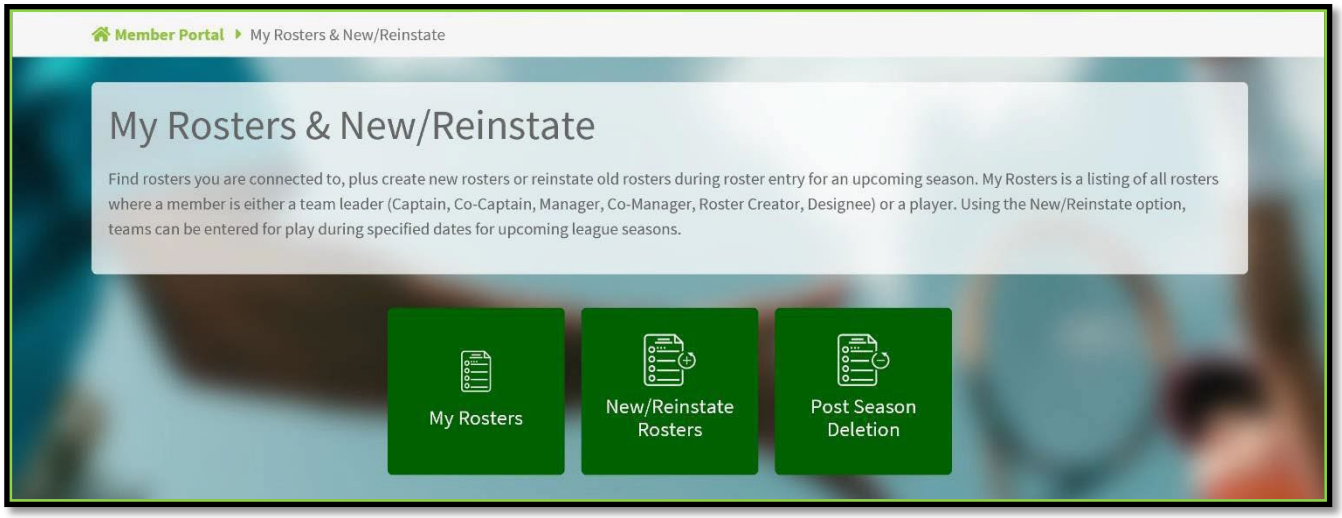
Member Portal: Once logged in, the user will be directed to their personal Member Portal. The portal provides access to member's profile, displays any notifications, and active team statistics.



Click the icons in the ribbon to access the following:

- My Active Teams – Member can access all teams registered in the current season. See page 18.
- My Rosters & New/Reinstate – Members can search past rosters and register a roster. See page 9.
- My Ladders & My Mixers – Ladder participants can review their ladder history, current ladder position, and access tournament assistance information. Adult members can review their Mixer history and registration information for upcoming mixers.
- My Performance – Member can access personal performance statistics.
- My Account – Member can update password, contact information, etc.
- My Resources – Member can access calendar and ALTA documents.
- Members & Memberships – Member can search member database and renew ALTA memberships.

My Rosters & New/Reinstate: Search past rosters and/or register a team for an upcoming season. Also, eligible members can request a post season deletion from a roster.



- **My Rosters.** Enter search criteria to access specific roster or scroll through the roster list from member's history. Click ellipsis to view roster, schedule, tracking sheet, or standings, and to print roster. Also, select New to enter new roster. (See page 12 for roster entry instructions.)

- **New/Reinstate Rosters.** Begin roster entry for leagues accepting rosters. (See page 11 for roster entry instructions.)

- **Post Season Deletion.** If a member has not participated in any match during the just completed season, that member can be deleted from that roster and have it expunged from member's history. The member should complete and submit the request to be removed from a roster. If approved, the level flight for that team will be removed from the member's history.
  - Select from the list of available rosters and complete the form.
  - Submit the request within 30 days of the last match of the regular season.
  - Return any awards earned by the team and given to the member.

ROSTER PREPARATION

1. **Download and review the roster information packet** prior to the start of the roster registration period. To access the packet:
    - *Home > Resources & Calendars > ALTA Documents > Roster Registration Information Packet*

2. **Contact each player** to confirm their intention to join the roster. ALTA is not responsible for a player being placed on a roster without his/her permission.

3. **Have the minimum number of players required.** The minimum number of players per roster varies by league. ALTA recommends that teams have two or more players above the minimums listed:
    - Mixed Doubles-Pickleball 10 players (5 men, 5 women)

4. **Have the correct ALTA member number for each member.** You may search for the membership number by selecting *Members & Memberships > Members Search*. Please be certain before making your selection when multiple members have the same name.
    - If a player has more than one membership number, please have them contact the ALTA office to remedy that situation. Members are only allowed one membership number.

    - Remind players to update their profile information. ALTA is not responsible for incorrect information in members' profiles.

5. **Have the ALTA number for the home facility and confirm that you have permission from facility management to use those courts.** To find the facility number, execute a Facility Search: *Home > Facilities > Facility Search*. Enter the search criteria and select from the generated list.

    If the chosen facility does not have a facility number, then request an inspection. From the homepage drop-down menu select Request New Facility. If your facility is in Clayton, Cobb, DeKalb, Fulton or Gwinnett counties, then the Request Type is Regular; otherwise, select Annexation. Complete the form and click Submit. Allow 30 days for us to complete the inspection and assign a facility number, if approved. Your roster will not be accepted without this number.

    If the chosen facility is blocked, then you must request the same inspection and complete the same form as described above. Usually, a facility is blocked when it has not been used by any ALTA team in the last 3 years, but there can be other reasons. Allow 30 days for the inspection to be completed, and, if approved, the block will be removed. A blocked facility must meet all current facility requirements before it can be unblocked.

ROSTER SUBMISSION

Captains are responsible for correct and complete roster information. Even if your team has been organized by a team management service or the staff at your facility, captains are responsible for the accuracy of the information provided. If a captain detects an error after the correction deadline, the roster stands as submitted.

Submitting a Roster Online

From Member Portal select *My Rosters & New/Reinstate* > *New/Reinstate Roster*. Leagues accepting rosters will be listed.

Select the league for which you are registering.

1. **Select Reinstate** if you wish to start with a previous season's roster. You may add or remove players and make any other adjustments, as needed. If you click reinstate, previous rosters from the selected league will be listed. Select the correct roster;
   or

2. **Select New** if you wish to start a new roster adding all players and other items individually.

The ALTA System will prompt each step listed below and will pop-up warnings for any errors. Return to previous steps to make necessary corrections by clicking Prev or by clicking the step number.

1. **Prep.** Carefully read the bullet list to insure you are ready to proceed. Check the acknowledgement box. Click Next.

2. **Players.** If you selected a roster to be reinstated, it will be displayed. Click *Remove* for any players not returning. Click *Add Player* to add members to this roster. The membership database may be searched by name or ALTA number.

If you selected *New*, click *Add Player* and select the members for your team by searching the membership database by name or ALTA number.

(If members added are also included on another roster, then a warning box will pop up. Choose *Continue* or choose *Make Changes* to remove those players.)

Check the certification box. Click *Next*.

3. **Captains.** From the drop-down menu, select the members of this team who will serve as captain and co-captain. Click Next.

4. **Facility.** If you selected a roster to be reinstated, the facility from that season will be displayed. Click *Change Home Facility* if necessary. You can search the facilities database by name, city, and/or county. When you have found the correct facility, click *Select*.

   If you are entering a new roster, click *Select Home Facility*. You can search the facilities database by name, city and/or county. When you have found the correct facility, click *Select*.

   Check the certification box. Click *Next*.

5. **Designees.** You may select any ALTA member to assist in the management of this team. Designees may be a member who is not on the roster and can be removed when their assistance is no longer necessary. If the roster creator is not named as captain or co-captain, they will automatically be given designee status. To select another member for this function, click *Add Designee*. You can search the membership database by name or ALTA number. When this is completed, click *Close*, and then click *Next*.

6. **Requested Level Flight (LF).** Select your requested level flight from the drop- down menu. See Team Placement on page 14 in this handbook for more information. All levels and flights will not be used in all leagues. There is no guarantee your team will be placed at the requested level flight. Click *Next*.

7. **Request for Review.** Check the request box if you wish to include any circumstances that should be considered by the league Vice President regarding the placement of your team. Include your comments. Click *Next*.

8. **Error Check.** The ALTA System will check for and display any errors in the registration process. Click *Prev* or click the step number to navigate back to the step(s) containing errors. Make the necessary corrections. Click *Next*. (Once you have returned to an earlier step, you will have to click *Next* at each subsequent step.)

9. **Payment.** All players on your roster must have current memberships. You can enter a credit card to pay for memberships that have lapsed, or you can return to step 2 and remove those players. Once players have paid their dues, they can be added to your roster any time before the corrections period expires (five days

after the roster deadline.) Players left off the roster during the registration and correction periods may not be eligible to be added after the roster correction deadline. **Click *SAVE*.**

10. **Confirmation.** The Roster ID number will display. Record this number in case you must return to this roster for any reason. Also, you can and should print this roster.

ROSTER CORRECTIONS

If you find an error or wish to make a change to any part of your roster (e.g., add or remove player, change facility, change team leader) you have up to five (5) calendar days after the roster deadline to make corrections.

1. **On the website navigate to *Member Portal > My Rosters & New/Reinstate > My Rosters*.** Select roster from list or complete search criteria.

2. **Select the roster you wish to amend.** The member tab will open displaying a list of all the members.

3. **To add players:** Enter the member's ALTA number, then click the *Add* button *or*, if you do not know the membership number, search by name for the member. 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.

4. **To remove a player:** Click *Remove* to the left of their ALTA number.

5. **To change your facility:** Roster/facility tab, click *Select* button to the right of Facility Name, fill in search criteria, click Search, then click *Select* to the left of Facility name/number.

6. **To change your requested level flight, designees, etc., select the appropriate tab.**

7. **SAVE the roster changes/additions** 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 membership before you add them to your team. Otherwise, you my pay by credit card to complete adding these players to your team.

8. The Roster Summary page will appear with your current season's Roster ID. Check it carefully and print it for your records.

TEAM PLACEMENT

Teams are assigned a level flight by the League Vice President according to the needs of the league. The vice president must determine the number of level flights and the number of divisions within each flight that are needed to maintain a competitive season. To assist in that assessment, teams are initially placed by the ALTA System after comparing two evaluations from the past 12 months: the team's most recent performance and the Top Player Calculation (TPC).

1. First, the system will evaluate a team's performance, final level flight, based on the team's most recent season during the past 12 months. If a team is made from 2 returning teams, the system will use the higher final level flight as the returning team. The following constitutes a returning team:
    - Mixed Doubles 2 men, 2 women

2. Next, the system looks for an average of the top players on the roster, the TPC. The system looks first for returning team ratings in the past 12 months and applies that for all players from that team. All other players are given a rating based on a search sequence for the league as outlined in the League Information for Team Placement in ALTA Documents.
    - Mixed Doubles: average of the top 4 men and 4 women.

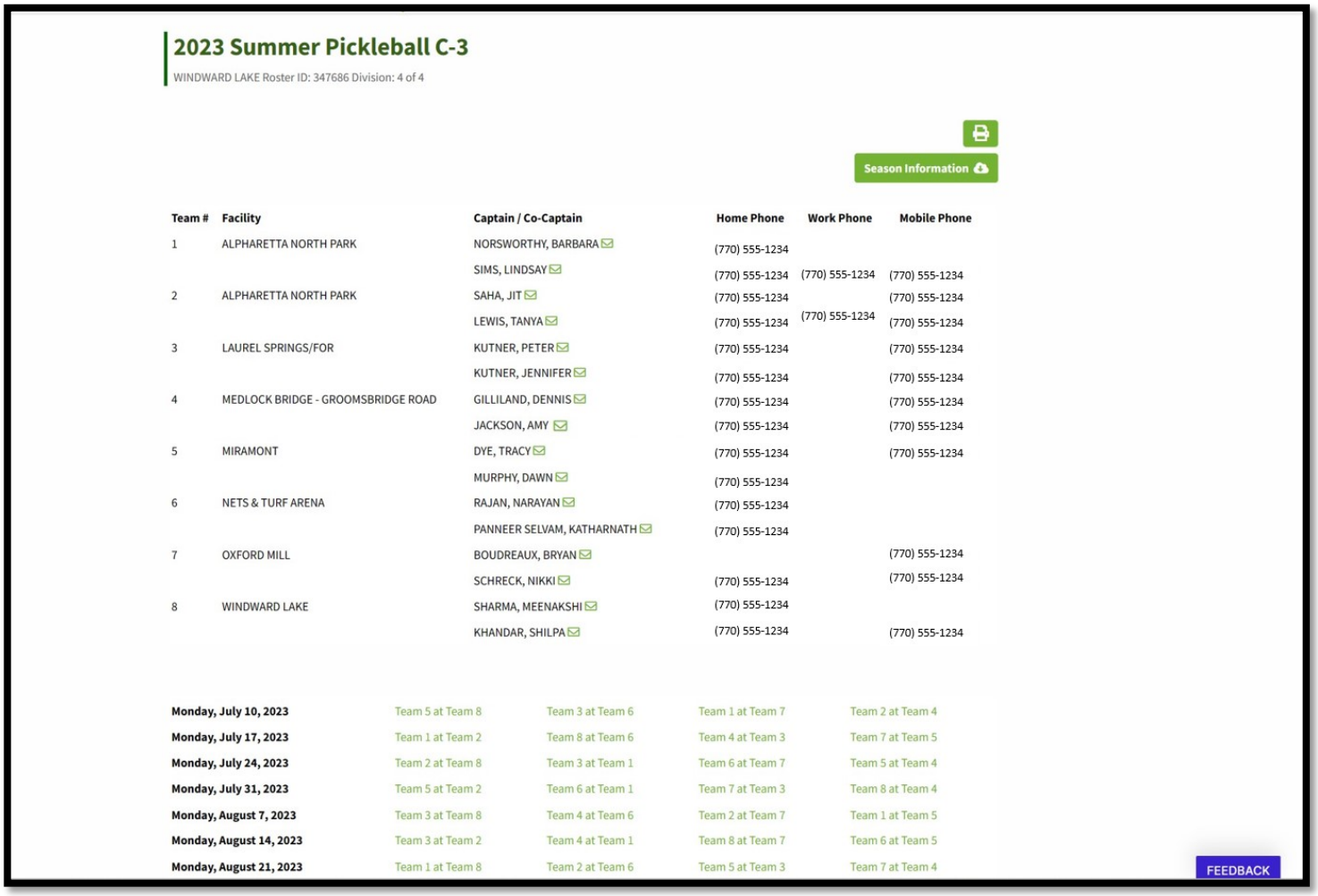
3. After comparing steps 1 and 2, the system will assign the higher of the two level-flights.

4. The League Vice President will examine the preliminary placement and any Requests for Review before assigning a level flight for each team.

SEASON SCHEDULE

Season Schedule is posted online 2-3 weeks before the season begins and is available through the Member Portal. The date on which schedules are available will be included in the roster preparation packet and on the ALTA calendar.

An example of the team leaders' view of a season schedule is shown. Players' schedules will not include phone numbers. Once the schedules are online, download the Schedule Packet for additional information.



2023 Summer Pickleball C-3

WINDWARD LAKE Roster ID: 347686 Division: 4 of 4

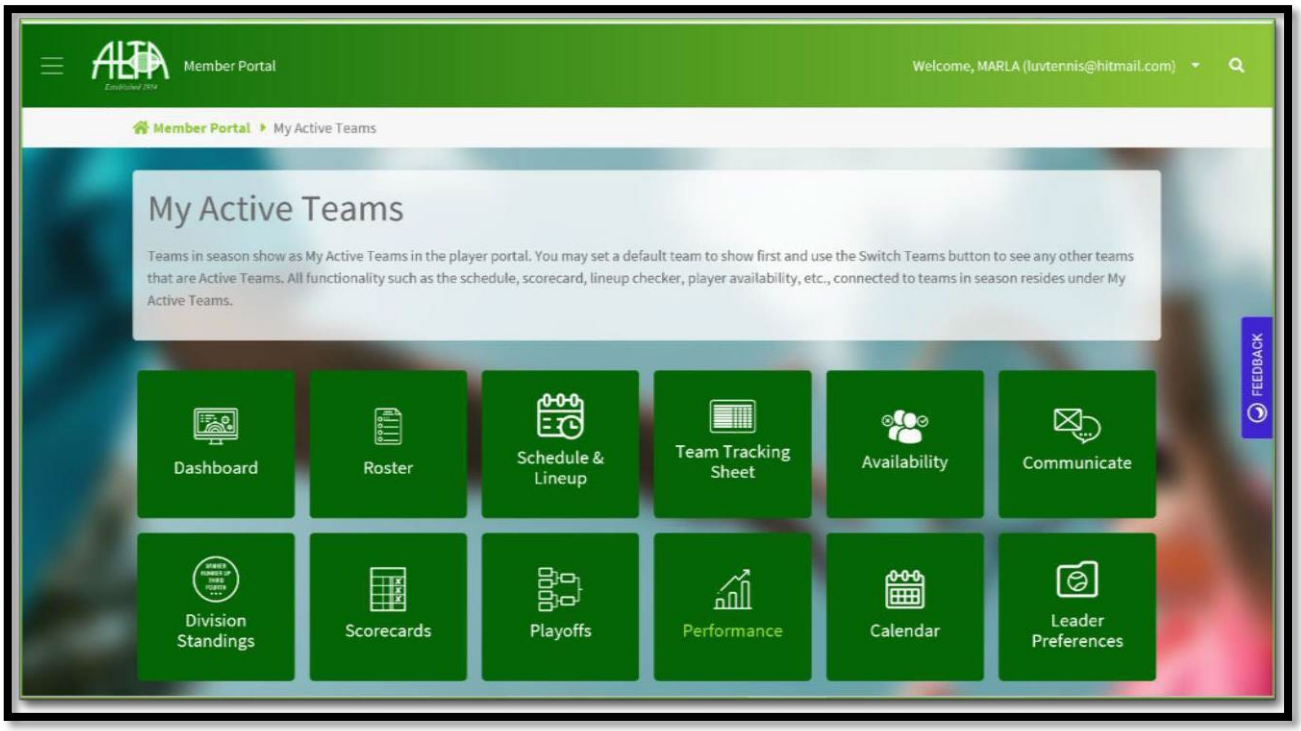
Season Information

Team #	Facility	Captain / Co-Captain	Home Phone	Work Phone	Mobile Phone
1	ALPHARETTA NORTH PARK	NORSWORTHY, BARBARA	(770) 555-1234		
		SIMS, LINDSAY	(770) 555-1234	(770) 555-1234	(770) 555-1234
2	ALPHARETTA NORTH PARK	SAHA, JIT	(770) 555-1234		(770) 555-1234
		LEWIS, TANYA	(770) 555-1234	(770) 555-1234	(770) 555-1234
3	LAUREL SPRINGS/FOR	KUTNER, PETER	(770) 555-1234		(770) 555-1234
		KUTNER, JENNIFER	(770) 555-1234		(770) 555-1234
4	MEDLOCK BRIDGE - GROOMSBRIDGE ROAD	GILLILAND, DENNIS	(770) 555-1234		(770) 555-1234
		JACKSON, AMY	(770) 555-1234		(770) 555-1234
5	MIRAMONT	DYE, TRACY	(770) 555-1234		(770) 555-1234
		MURPHY, DAWN	(770) 555-1234		
6	NETS & TURF ARENA	RAJAN, NARAYAN	(770) 555-1234		
		PANNEER SELVAM, KATHARNATH	(770) 555-1234		
7	OXFORD MILL	BOUDREAUX, BRYAN			(770) 555-1234
		SCHRECK, NIKKI	(770) 555-1234		(770) 555-1234
8	WINDWARD LAKE	SHARMA, MEENAKSHI	(770) 555-1234		
		KHANDAR, SHILPA	(770) 555-1234		(770) 555-1234

Monday, July 10, 2023	Team 5 at Team 8	Team 3 at Team 6	Team 1 at Team 7	Team 2 at Team 4
Monday, July 17, 2023	Team 1 at Team 2	Team 8 at Team 6	Team 4 at Team 3	Team 7 at Team 5
Monday, July 24, 2023	Team 2 at Team 8	Team 3 at Team 1	Team 6 at Team 7	Team 5 at Team 4
Monday, July 31, 2023	Team 5 at Team 2	Team 6 at Team 1	Team 7 at Team 3	Team 8 at Team 4
Monday, August 7, 2023	Team 3 at Team 8	Team 4 at Team 6	Team 2 at Team 7	Team 1 at Team 5
Monday, August 14, 2023	Team 3 at Team 2	Team 4 at Team 1	Team 8 at Team 7	Team 6 at Team 5
Monday, August 21, 2023	Team 1 at Team 8	Team 2 at Team 6	Team 5 at Team 3	Team 7 at Team 4

FEEDBACK

My Active Teams: A member can access all teams on which he or she is a player for the current season. Team information will remain on this page until 30 days after city finals.



- **Dashboard.** The dashboard includes upcoming matches, division standings, league and team calendar, and access to roster member info.

- **Roster.**
  Members can view active rosters and related information – roster details, facility information, rankings, and Request for Review.
  Team leaders can also add players and add/remove designees. (To add players, see page 18 for instructions.)

- **Schedule & Lineup.**
  Member can see if he/she is in the lineup, access facility address, enter scorecard, and view final scorecard.
  Team Leader can also create lineup, and check lineup for league violations and movement violations. Lineups can be published to team members and printed before the dual meet. (See page 21.)

- **Team Tracking Sheet.** Team Leader: monitor player movements**.**
- **Availability.** Members can provide their availability for each match of the season.

- **Communicate.** Members can communicate through message board or email.

- **Division Standings.** Member can monitor the progress of teams within the division.

- **Scorecards.** Member can print scorecard, enter scorecard, or view scorecard.

- **Playoffs.** View playoff brackets and enter scorecards for playoff rounds & city finals.

- **Performance.** View team statistics.

- **Calendar.** View calendar for the league or for the team. Members can enter events relevant to their team.

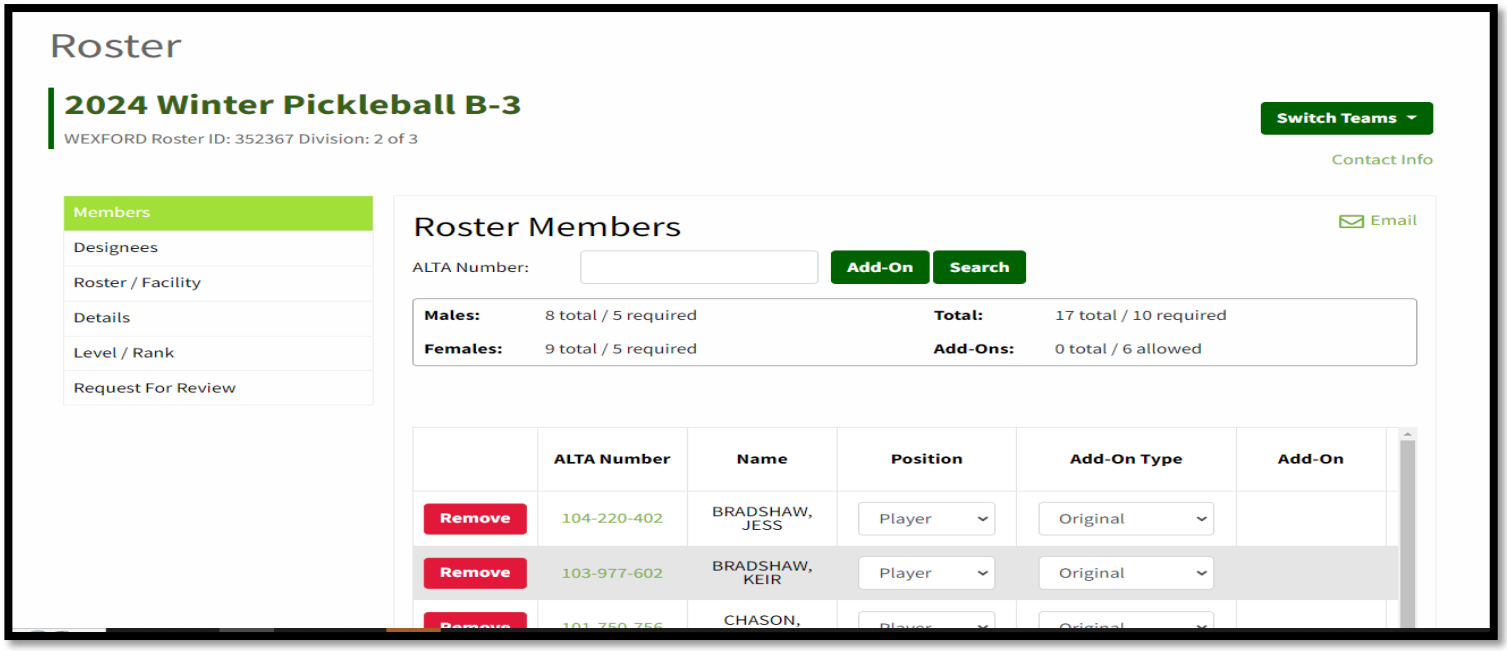
- **Leader Preferences.** Team Leader/ Captain Only: establish times for reminder emails and set food assignments.

ADDING PLAYERS

The Roster Add-On Period begins at midnight of the day the Schedules are released online. Please check the **ALTA calendar** or the **Roster Information Packet** for those dates.

The requirements and restrictions for adding players are:

- Players to be added must have current memberships.
- Players to be added must have a final level flight that is the same or below the current team's level flight, or the players have not been listed on any adult league roster for more than one year.
- A maximum of six players may be added.
- All add-ons must be completed using the ALTA web site.
- Refer to Adult Pickleball Rules I.F.6 for when a player is eligible to play after being added to a roster.

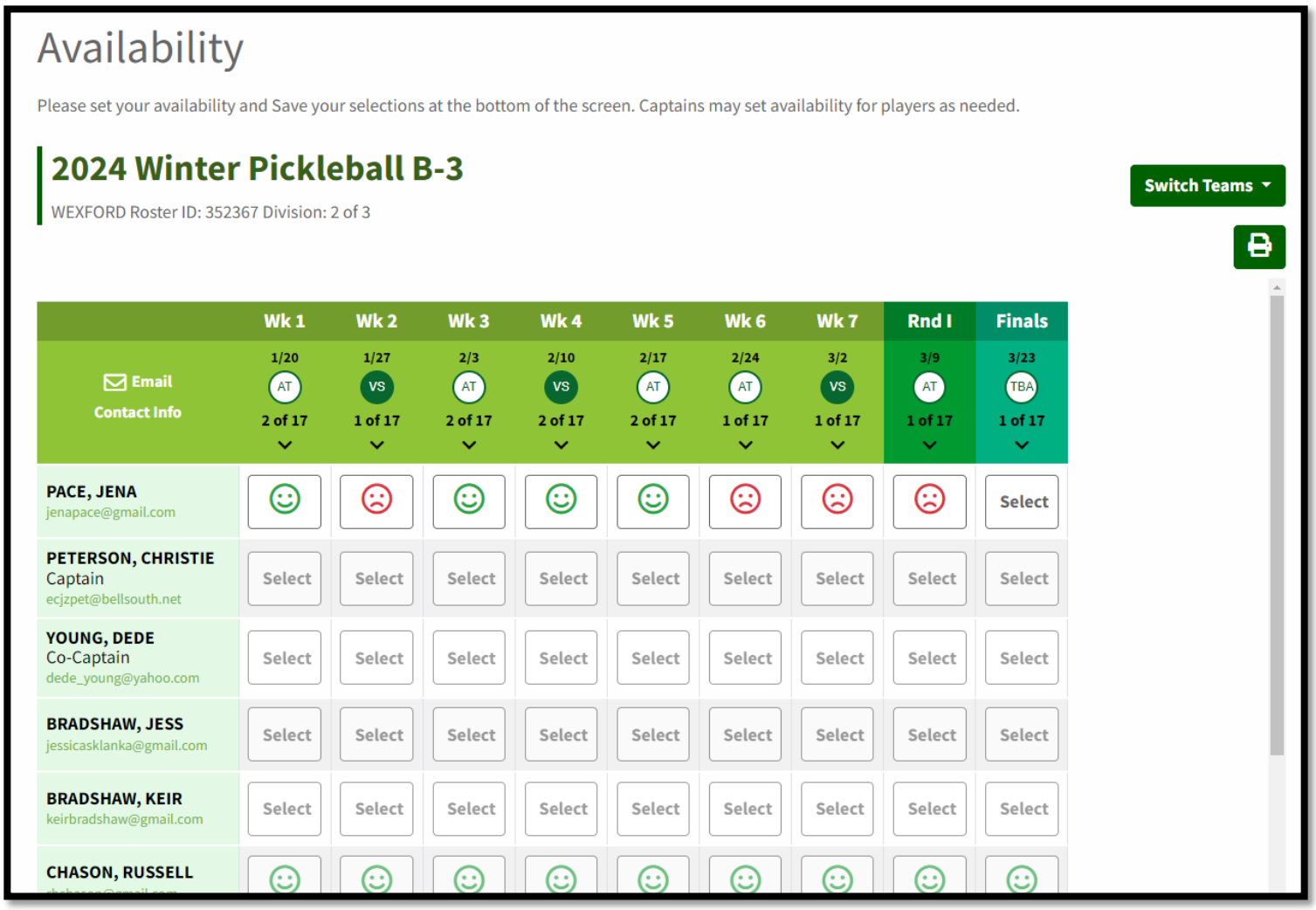


On the website navigate to *Member Portal > My Rosters & New/Reinstate > My Rosters*

- Select the roster from the table (or complete the roster search parameters) and you will be taken to the roster details page.
- Enter the member's ALTA number. Click ADD,
  or
- Conduct a search. Enter member's name and click Search. Select the correct member from the list and the member will be added to the roster.
- When all members have been added, click Save at the bottom of the page.
- Pay by credit card for any add-ons who are not paid members for the current year.

If a player from the previous season was omitted from your roster, and your team has been lowered for the needs of that league and not in response to a request for review, then that player might be able to be added back to his/her team. Contact your Flight Coordinator for assistance in this situation.

AVAILABILITY

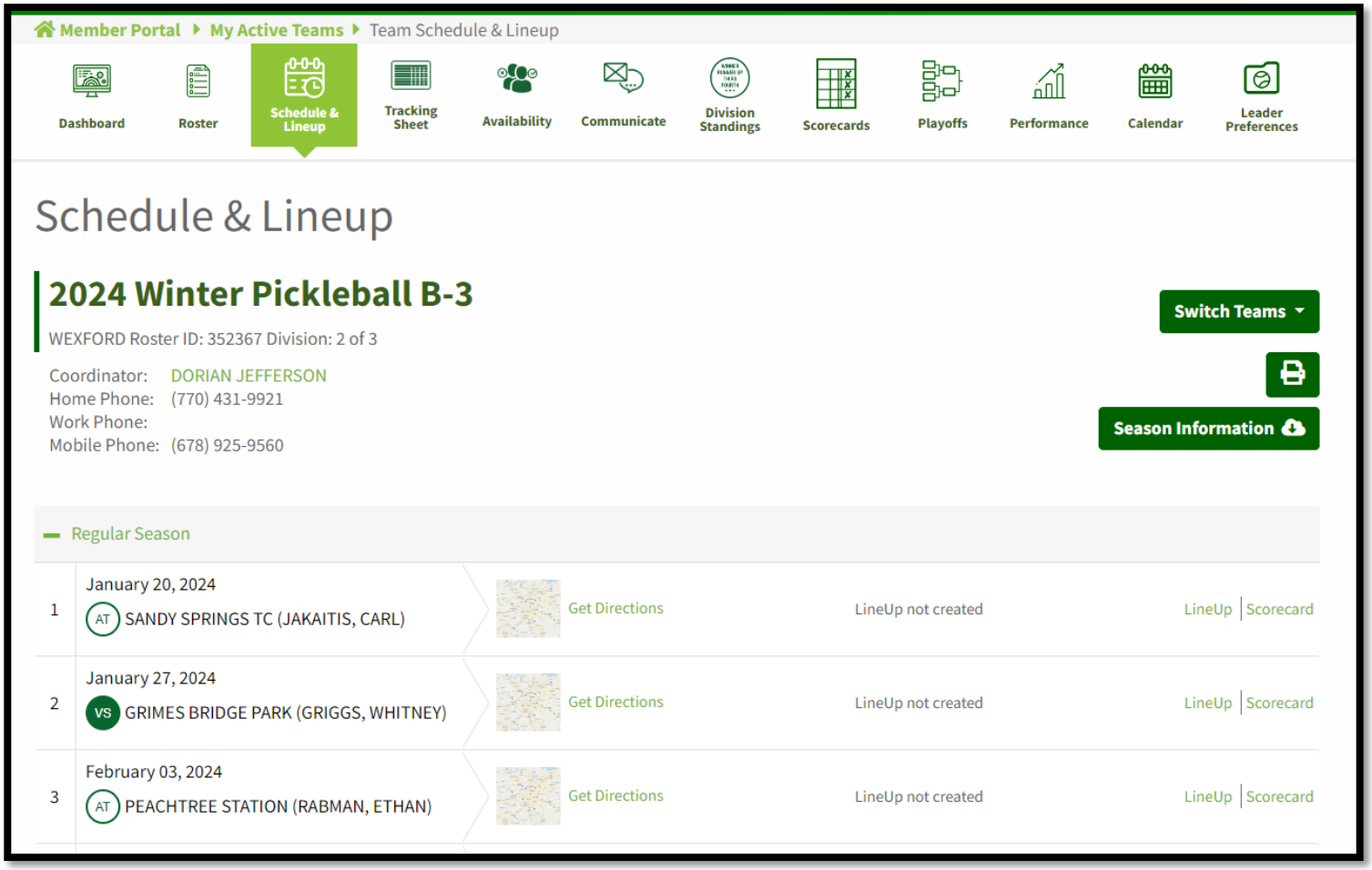


- Members can provide their availability for each match throughout the season. Click the appropriate option from the Select box for each week. After updating availability, click Save at the bottom of the page.

- Members who neglect to provide this information may receive reminders via email if the team leader chooses to do so.

- If the team advances to post-season competition, then the availability page will update to include each post-season dual meet.

SCHEDULE & LINEUP



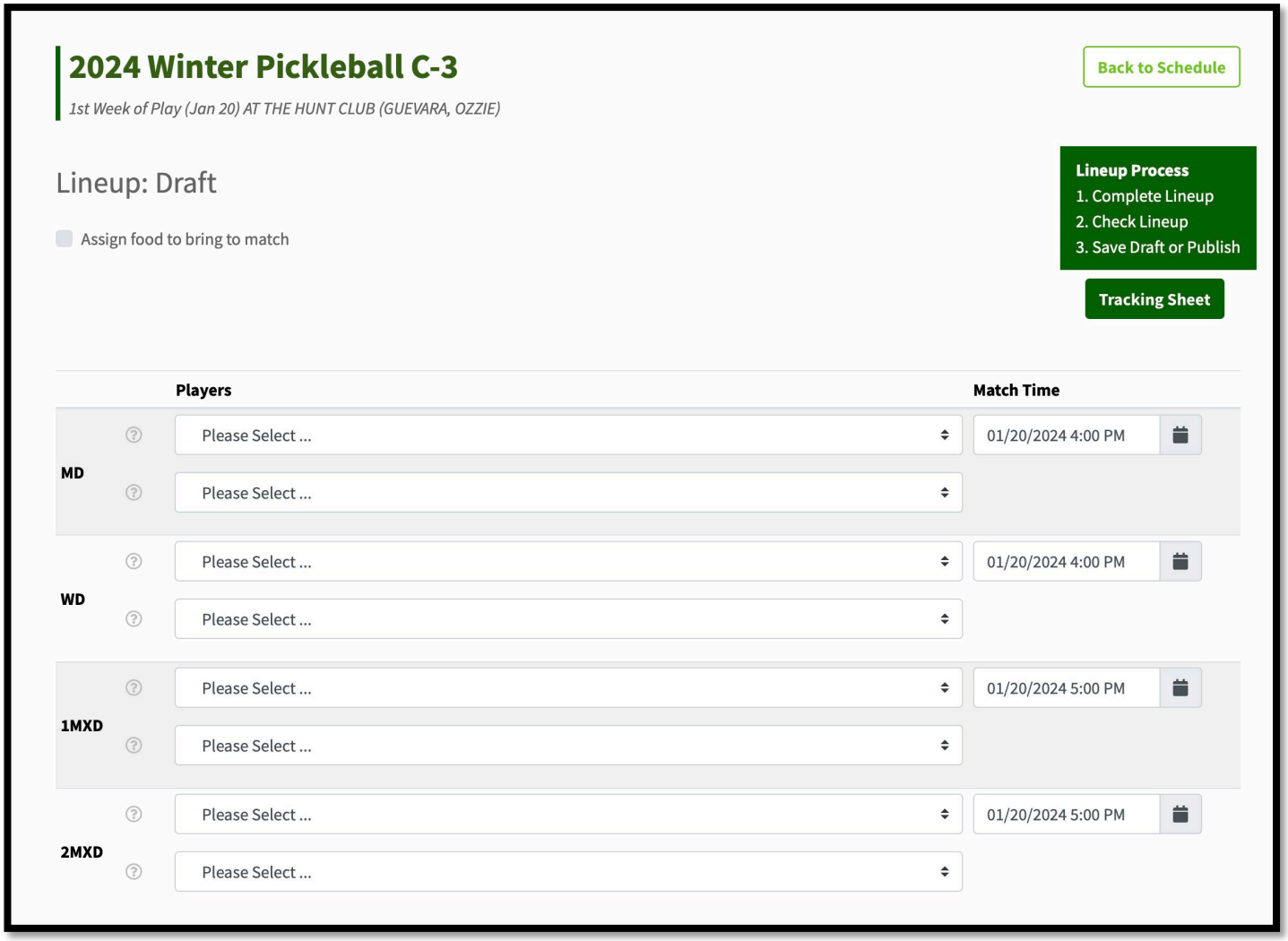
Team Leaders and Members have access to the Schedule & Lineup page.

- Members can view the lineup, access the facility address, and enter or view scorecards.
- Team Leaders will select players to draft a lineup.

Draft Lineup

Team Leaders can enter players and assign arrival time for each position.

- Check League Rule – After the lineup is complete, this function will confirm that the lineup conforms to league rules.
- Check Lineup – After the lineup is complete, this function will confirm that the lineup conforms to default rules.
- Save Draft – Allows Team Leader to save the lineup and return later to edit or publish.
- Publish – Lineup will be published on Member Portal and an email will be sent to players.



Defaults due to Lack of Players

When players are unavailable, and a complete lineup will not be possible, team leaders will have to determine the best options for that lineup. A default at the Men's Doubles or Women's Doubles positions will not affect any points won in the mixed positions. If a team defaults one of the mixed positions, it must be the lower position.

If players fail to arrive within 20 minutes of the scheduled start time, then that team is in default for that position and points will be awarded to the non-defaulting team.

Scorecard

Complete lineups must be exchanged prior to the start of the dual meet. A captain or acting captain must be present at the start of the dual meet with the complete lineup. Both teams must provide their own scorecards. At the end of the dual meet, the completed scorecards must be signed by representatives of both teams.

Captains should retain their signed scorecards to assist their coordinators in the event of a dispute.

How to print a scorecard.

1. Select *Member Portal* > *My Active Teams* > *Scorecards.* If you are a player or designee on more than one roster, then the default team will display. If necessary, Switch Teams then select the appropriate dual meet. *OR…*

2. Select *Member Portal* > *My Active Teams* > *Schedule & Lineup*. Select scorecard from the appropriate line on the schedule.

BEFORE THE DUAL MEET

1. **Check your roster** to make sure all players are listed or use the scorecard's drop-down menu. All players on your roster will be listed in the pull-down menu on the scorecard.

2. **Determine a lineup according to ALTA rules**. A lineup checker is now provided in Active Teams (See page 21). The rules are available on the ALTA website and in the Schedule Packet.

3. **Confirm that players in the lineup are available** to play in the designated position at the designated time.

4. **When you are the home team** for your dual meet, you will do the following:
   - **Call, text, or email the visiting captain** no later than 4 days before your scheduled dual meet. Emails for captains are in the ALTA System and indicated on the schedule for direct emailing. **(**Email addresses are required by ALTA for all captains and co-captains. To update your email address on the website, navigate to *Member Portal* > *My Account* > *My Profile* and click Contact Information.)
   - **Confirm the order of play** with the visiting captain. Both captains must agree to any change in the order of play. It is recommended that you confirm the agreement by email or text message with the visiting captain. If teams are conflicted about the order of play, then the dual meet will be played in the order of 1-5, 1-4 or 1-3, depending on the league. Any line can begin earlier if all players agree. Captains may not agree to play late. Normal default rules apply to matches played out of order.
   - **Inform the captain of any changes to road conditions** which might affect the visitors' travel time. Providing the cellphone number of the home team captain is recommended in case a player runs into a problem on the way to the courts.
   - **If your facility has more than one court surface/type** approved by ALTA (outdoor courts, indoor courts, etc.) under one facility number, it is a courtesy to let the opposing team know the surface/type on which they will be playing. Please note, however, if the different court surfaces have a different facility number, then you may only play on the court surface specified by that facility number.
   - **More than 2 courts may be used if both teams agree**. It is strongly recommended that you confirm start times and court surface/type for all positions in writing so there is no misunderstanding.
   - **Inform the captain of any special restrictions** your facility may have and any recommendations you have for their comfort and convenience; for example, there is limited seating, so they should bring their own chairs.

DURING THE DUAL MEET

1. **Each team must have a captain or acting captain present** at the beginning of every dual meet.

2. **Lineups must be exchanged simultaneously before the start of the dual meet.** Include full names as shown on the roster for all positions. (Players with legal name changes are required to update their profile in the ALTA System.)

3. **Each player should be familiar with the *USA Pickleball Rulebook and USA Pickleball Sportsmanship Guide*.** Both publications are available on the ALTA web site.

4. **Begin the 5-minute warmup**. A player is never denied a warmup even if that player arrives just before the default time expires.

5. **Matches should start promptly** at the time specified in the ALTA Rules for each league, or at the agreed upon time when captains have agreed to play earlier or change the order of play.

6. **A team is in default if a pair is not courtside within 20 minutes of the scheduled start time for the position.** If the previous match extends beyond the default time, play must begin immediately when the court becomes available. **The non-defaulting team may agree to wait past the normal default time but must be specific about the length of time they are willing to wait**.
   - Defaults at Men's Doubles or Women's Doubles will not affect any points won at either mixed doubles position.
   - The default at Mixed Doubles must be the lower position, 2 Mixed Doubles. A default at 1 Mixed Doubles will result in the forfeit of any points won below the defaulted position.
   - If one of both players for 1 Mixed Doubles are late and a default seems imminent, then one or both players for 2 Mixed Doubles may move up to 1 Mixed Doubles. Also, if players who were not in the original lineup are available, then the scorecard will be changed to reflect the new players. The exchanged lineup/scorecard may never be changed to reflect downward movement of player or players from 1 Mixed Doubles to 2 Mixed Doubles
   - A default of a line(s) will be enforced when a team leader gives advance notification to the opposing team leader by email or text message, and the opposing team leader acknowledges receipt of the notification, that players are not available for specific positions. Per this communication, the line(s) will be designated as "Default" on the scorecard. A <u>request</u> by a team captain/co-captain to play early to avoid defaulting one or more lines will <u>not</u> be considered a statement of default. Should inclement weather occur at the default time of the line being defaulted, regular inclement rules will apply, and the "default" does not occur.

Warning: There are occasions when the defaulting pair will eventually arrive at the courts after the non-defaulting pair has claimed the point. If the four players choose to play the match, then the default has been waived and the match will be recorded as played. You may not claim the point by default and play the match. Once the dual meet is concluded, all scores are recorded, and the scorecard is signed, players can then arrange to play a match not sanctioned by ALTA.

7. **Excessive defaults.** If a team defaults on all positions for a dual meet, that team shall be penalized accordingly:
   - Team Suspension - All members will be prevented from returning as a team the following season. In the Mixed Doubles league, a returning team is defined as 2 men and 2 women.
   - Captain Suspension - The captain may not serve as team leader the following season.

8. **Any disagreement during a game must be settled by the players on the court**. They may request a copy of the rules, but no one may intervene while the game is in play.

9. **A two-minute break may be taken after each game.**

10. **Teams will switch ends** after the first and second games. During the third game, teams will switch ends when a team reaches 8 points.

11. **Each team is allowed one timeout per game** that will not exceed one minute.

12. **Coaching is allowed between games and during timeouts.** Receiving texts, signals or verbal instruction during play is prohibited.
    - Once a match has begun, any communication from teammates, coaches or fans must be understood by all, or it may be considered coaching. A pair on the court may speak to each other in the language they choose.

13. **Cell phones, pagers, fitness trackers (e,g., Fitbits), smart watches, and other electronic devices.**
    Cell phones must be turned off during the entirety of the match. Fitness trackers and smart watches may be worn during a match. However, if a player suspects an opponent is receiving communications of any kind (other than fitness data) via the fitness tracker or smart watch, the suspecting player may ask the opponent to remove the device and to discontinue monitoring of the device during the match.

    Comment: If a player's phone rings on the court during a point, an opponent should ask the player to turn it off. If it rings again, an opponent may claim the point in the game on the basis of a deliberate hindrance.
    Exception: first responders may receive phone calls without penalty; first responders should alert their opponents to the possibility of receiving calls prior to the match start. Any other phone calls are not permitted during the match.

14. **Incomplete match scores** may be entered and saved on the scorecard in Member Portal.

15. **When the wrong pairs play** by mistake the match stands as played. The card should be annotated. Contact your coordinator for instructions for posting the scorecard in the system.

16. **Matches must be completed on the scheduled date** unless interrupted or delayed by inclement weather.

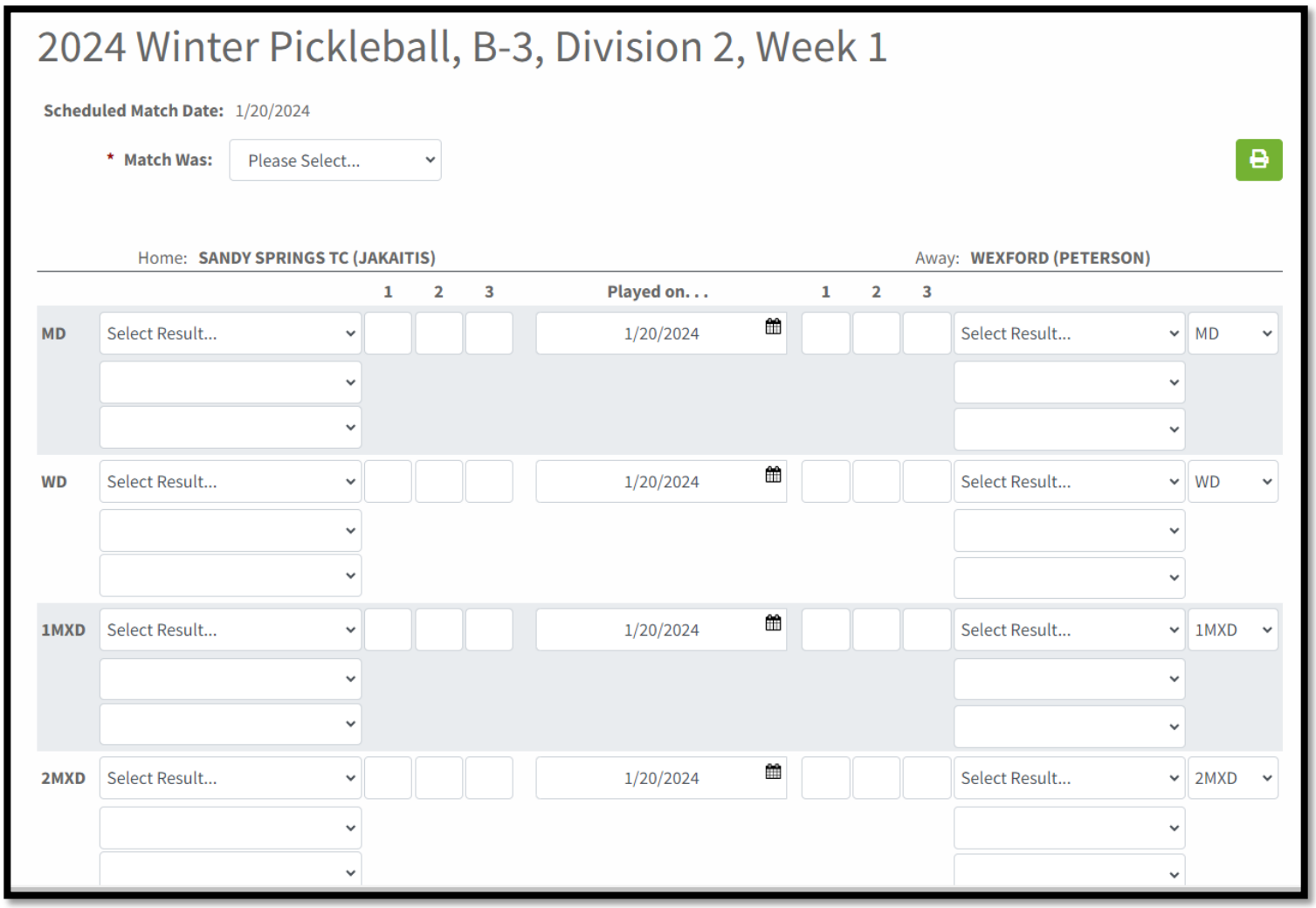
    Exception: Any match or matches not completed by 11pm may be suspended. The match must be completed on or before the date and time stipulated for inclement weather make-up matches.

17. If all positions have completed their matches in a regular season dual meet and teams are tied 6-6 in team points, NO tiebreak will be played.

18. **Once all matches are completed**, captains or acting captains should review the scorecard to confirm that it is complete and correct, and both copies should be signed. Do not leave the match without a physical copy of the scorecard. This is your official record of the match and it must be available to the Flight Coordinator if it is required to resolve a dispute.

AFTER THE DUAL MEET

1. **Enter the scorecard. Either captain or any player from either team can enter the scorecard**. This should be done immediately after the dual meet is completed per ALTA rule III.A.
   - Select the correct scorecard from *Member Portal > My Active Teams > Scorecards*.
   - From the drop-down menu below the scheduled date, select Played as Scheduled, Rained Out (Delayed), or Played Early.
   - If matches were played on a date other than the Scheduled Match Date, enter the date each match was played from the calendar drop down menu.
   - Carefully select the names from the drop-down menu of all players for both teams. Player Not on Roster can be chosen and must be explained in the Comments box.
   - Enter the games won for both teams.
   - Compare all information entered against the physical scorecard for accuracy.
   - Click Save.
   - **Player names listed on scorecards are final 10 days after the matches are completed.**



2. **The opposing captain should review the card as soon as possible and approve or dispute it.**
   - Carefully Review all information; dates played, names of players, and scores.
   - Select Approve, unless you find any discrepancies, then select Disputed.
   - Explain the nature of the dispute in the comment box.
   - Click Save.
   - Any Captains who fail to review the scorecard and, instead, let the card auto-approve (48 hours), may not discover errors until it is too late to correct them.
   - **Scorecards are final 10 days after the matches are completed.**

3. **The comment section** is provided for you to inform the Flight Coordinator of any issues that occurred during the match, as well as any scorecard discrepancies. Comments made by one team leader will not be seen by the other team leader.

   When you are satisfied with your comment, click SAVE at the bottom of the screen. Disputes are handled by the Flight Coordinator and the tracking sheet will be adjusted according to the decision by league officials.

4. **Captains who falsify scorecards** will be suspended.

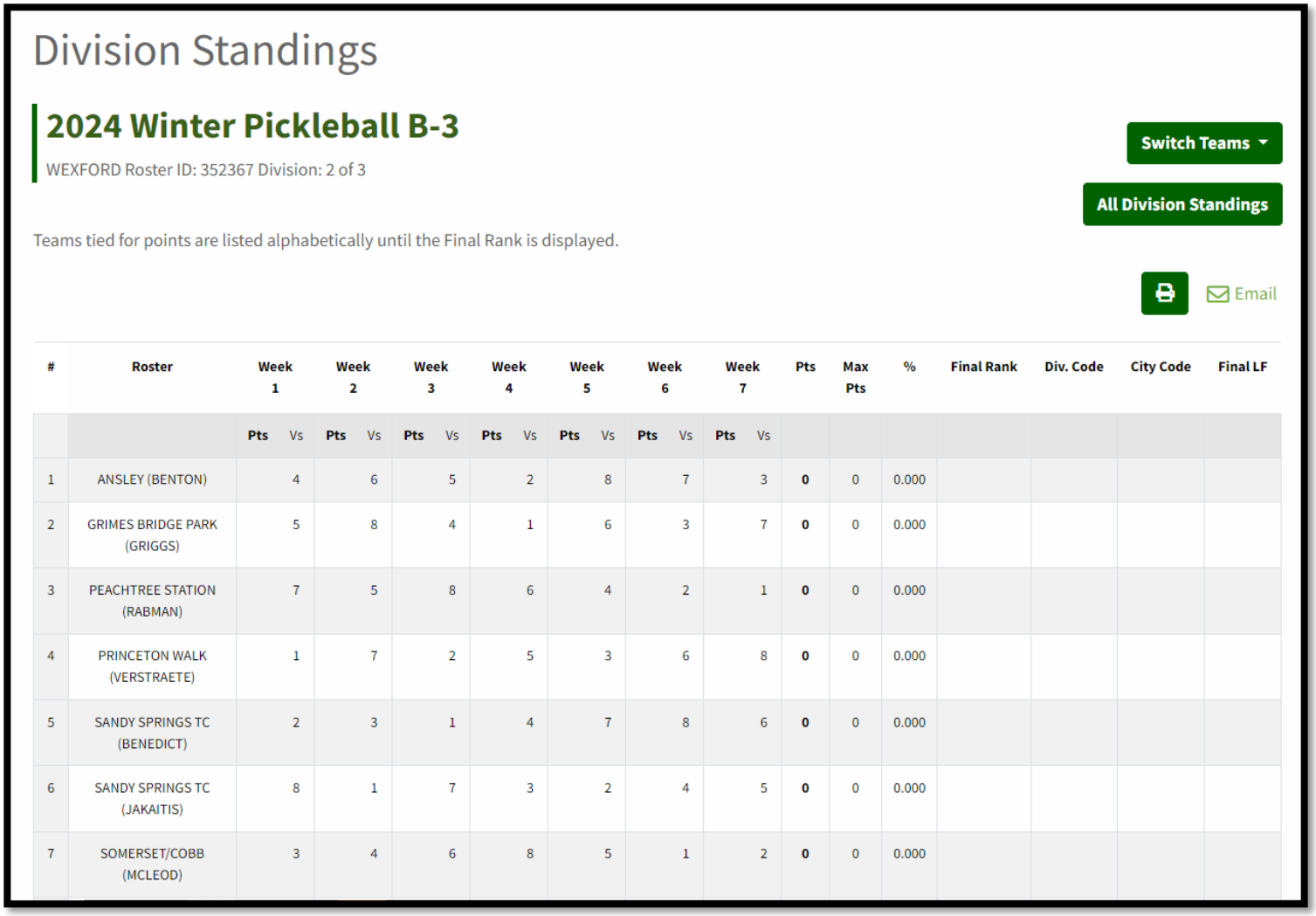
5. **The Tracking Sheet** can be found by navigating to *Member Portal* > *My Active Teams* > *Team Tracking Sheet*. It can be viewed by Captains, Co-Captains, and Designees for your team only. After the Flight Coordinator has approved the match scorecard which may include necessary adjustments or corrections, match results will be posted to the Tracking Sheet.

DIVISION STANDINGS

Select *My Active Teams* > *Division Standings*. Select the roster for which you are currently playing, and the Division Standings will be posted.

To view the Division Standings for any other team, go to public pages *Home* > *Standings & Postseason* > *Division Standings.* Complete the search criteria: Year, Season, League Type, Age, Level flight, and Division. Click Search, then Select.

Division standings are preliminary until the scorecards are reviewed and approved by the level flight coordinator.



Division Standings

2024 Winter Pickleball B-3

WEXFORD Roster ID: 352367 Division: 2 of 3

Switch Teams

All Division Standings

Teams tied for points are listed alphabetically until the Final Rank is displayed.

Email

#	Roster	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Pts	Max Pts	%	Final Rank	Div. Code	City Code	Final LF
		Pts	Vs	Pts	Vs	Pts	Vs	Pts	Vs	Pts	Vs	Pts	Vs	Pts	Vs							
1	ANSLEY (BENTON)	4	6	5	2	8	7	3								0	0	0.000				
2	GRIMES BRIDGE PARK (GRIGGS)	5	8	4	1	6	3	7								0	0	0.000				
3	PEACHTREE STATION (RABMAN)	7	5	8	6	4	2	1								0	0	0.000				
4	PRINCETON WALK (VERSTRAETE)	1	7	2	5	3	6	8								0	0	0.000				
5	SANDY SPRINGS TC (BENEDICT)	2	3	1	4	7	8	6								0	0	0.000				
6	SANDY SPRINGS TC (JAKAITIS)	8	1	7	3	2	4	5								0	0	0.000				
7	SOMERSET/COBB (MCLEOD)	3	4	6	8	5	1	2								0	0	0.000				

COURT LIGHTING

1. **Lighted courts are required** for all ALTA approved facilities except for those that have been “grandfathered.”

2. **The home team should be certain that the lights are working** for the duration of the scheduled dual meet or match. You are expected to know if your lights are on a timer and are programmed to go on/off at specific times. If your facility is loa park or tennis center, the home team captain should inquire about closing times that could interfere with the completion of the dual meet or match.

3. **If the home team cannot provide lighted courts** (grandfathered facilities) and the match extends beyond sunset, then:
   - The visiting team has the first option of providing home courts. If the visiting team cannot provide lighted courts, then,
   - The responsibility reverts to the home team, which must provide courts within the approved ALTA area. (See Alta rule IV.J). The courts must be nearby, and the commute cannot exceed the time it would take to drive to the visitors’ courts. If the home team cannot provide courts, then,
   - The home team will retire any incomplete matches.

4. **Lights may go out during a dual meet or match because of “an act of God”** (lightning, power outages, etc.). Teams in this situation have different options as to how to proceed:
   - Players may wait (no more than 20 minutes) for the lights to return. If this does not happen, then,
   - The visiting team has the first option of moving the dual meet or match to their courts. If the visiting team’s courts are not available, then,
   - The match or matches can be rescheduled and treated as a rained-out match.

5. **If the lights cannot be turned on, or they go off during a match because of a timer malfunction, then:**
   - The teams should wait a reasonable amount of time (no more than 20 minutes) to determine if the situation can be rectified. If the lights fail to return, then,
   - The home team must offer to go to the visiting team’s courts to complete the match. If the visiting team cannot provide courts for any reason, then,
   - The home team must provide courts that are nearby, and the commute does not exceed the time it would take to drive to the visitors’ courts. If the home team cannot provide courts, then,
   - **The home team will retire any uncompleted matches.**
   - **The match or matches will not be rescheduled.**

FACILITY BATHROOMS

1. **Bathrooms with running water and flushable, functioning toilets are required**.

2. **If your bathrooms are not available for any reason**, the visiting team has the option of providing its home courts. If the visiting team cannot provide their courts, then you must find a nearby ALTA approved facility with acceptable bathroom facilities. Failure to do this may result in your team defaulting out.

INCLEMENT WEATHER

Matches may be postponed for inclement weather: rain, snow, extreme heat or cold, lightning, tornado watches and warnings.

1. **Regularly Scheduled Dual Meet.** If a regularly scheduled dual meet is delayed or interrupted by inclement weather, then all parties must wait one hour to determine if conditions improve. If conditions have not improved or the courts are not playable after waiting the required one hour, then that match may be rescheduled (see item 3). If all lines are rescheduled to be played on the same date, then those matches constitute a dual meet and regular default rules will apply. If each line is rescheduled to be played on different dates, then the default rules for inclement weather will apply. (See ALTA rule VI.C.)

2. **Matches Played in Advance of the Scheduled Date.** If one or more positions are to be played in advance of the regularly scheduled date and have been delayed or interrupted by inclement weather, then all parties must wait one hour to determine if conditions improve. If conditions have not improved or the courts are not playable after waiting the required one hour, then the match, or matches, must be played before or on the originally scheduled date. Regular default rules will apply. (See ALTA Rule VI.E.)

3. **Making Up a Postponed Match.** After waiting one hour, teams may reschedule their match to any date prior to the published default date and time. See Individual League Rules for these times. If captains/players cannot agree on the date and time for the make-up match, then the match will be officially scheduled for the date and time published in the Individual League Rules. All postponed matches must be rescheduled within 24 hours.
   - Matches that were in progress must be completed by the original players and must be resumed at the point of interruption.
   - Matches must be completed on the same court surface/type being used at the point of the interruption.
   - Designated players for matches not begun may be changed to other players on the roster.
   - Once players have agreed to a date, time, and location to complete the match, that becomes the new scheduled date and time for the match.

4. **Announced Default.** If a team announced it would default a position or positions before the scheduled dual meet, then those matches may now be played. If, however, the default time for the position(s) had passed before the weather delay, then the default(s) stands.

5. **Extending the Wait Time.** Teams may agree to wait longer than one hour. Captains should be specific as to how much longer they are willing to wait.

RAIN

1. **Consideration for the Away Team.** If it is raining before the start of the dual meet, the home team captain may inform the visiting team captain of the situation and they may agree that all parties will wait for conditions to improve. The captains MUST, however, stay in phone contact so the visiting team can go to the facility in a timely manner. When the rain abates or stops, the visiting team must proceed immediately to the courts. As the visiting captain, do not wait for the courts to be dry before you go to the dual meet. At that point, the courts are playable, and your team is in default. Likewise, if a match in progress is interrupted by rain, the players do not have to remain courtside, but MUST stay in phone contact with each other to know when to return to the courts.

2. **Determining if Courts are Playable.** After waiting one hour or the rain has passed, players should examine the courts to determine their playability.
   - Check the lines on the court since they are generally more slippery.
   - A court may be deemed unplayable by any one of the four players participating in a match; however, all four players must be present. Determining the court to be unplayable is not a method to avoid a default. (see rule VI.B.)
   - The players for each position can make their decision independent of their teammates. Position 1 may choose to play their match while position 2 chooses to postpone theirs.

3. **Second Rain Delay.** If a second rain delay occurs more than one hour after the scheduled start time of the match, you may reschedule the match. A team is only required to observe one rain delay.

EXTREME HEAT OR COLD

1. **To Delay a Match.** A match may be delayed when temperatures are below 32 degrees or above 95 degrees Fahrenheit.
   - The weather app on a cell phone is acceptable to determine the temperature at the facility.
   - If temperatures are outside the playable range, then teams must wait one hour to determine if the temperature at the court will fall within the playable range.

2. **Take the temperature before each match.** The temperature may be taken at the start of each match. Although the temperature reading was within the acceptable range for positions 1 and 2, the temperature can be taken again prior to the starting time for position 3 and 4.

3. **Determining if conditions are suitable for play.**
   - Any one of the four players may choose to delay or postpone a match for extreme temperatures, but all four players must be present. Determining that conditions are not suitable for play is not a method to avoid a default. (see ALTA rule VI.B).
   - Even though temperatures are less than 32 degrees or greater than 95 degrees, players may choose to play. All four players must agree, and once the match has started it cannot be interrupted or postponed because of extreme cold or heat.
   - If any player decides he/she cannot continue, that player must retire and the point will be awarded to the opponents.

4. **Each position can make their decision independent of their teammates**. Position 1 may choose to begin their match while position 2 chooses to delay or postpone their match.

MATCH COURT PRIORITY

Regularly scheduled ALTA matches take precedence over all other ALTA league matches.

ALTA is not involved in court assignments regarding conflicts with other tennis organizations (USTA, flex leagues, etc.). Each facility determines court usage in cases of conflict. If courts are in use by any other tennis organization at ALTA match time, then you must defer home court to the visiting team. If they cannot provide their courts, then you must find alternative courts. The same is true if courts become unavailable while playing an ALTA match.

POST-SEASON DELETION

A post-season deletion may be requested by a member of a team who has not played in any match or been listed on any scorecard. If the request is approved, the level flight for that team will be removed from the member's history.
To request removal from a roster:

- To submit a request, navigate to *Member Portal* > *My Rosters &* *New /Reinstate* > *Post Season Deletion*.
- The member will select from the list of available rosters and complete the form.
- The request must be completed on the web site within 30 days of the last match of the regular season.

PLAYOFFS

1. **Playoff matches will be scheduled** according to individual league playoff procedures that are provided in the captain's schedule packet.

2. **All playoff-draw entries are provisional** until all scorecards are received and approved.

3. **Since most playoff teams DO NOT share common opponents, no seeding is done.**

4. **Playoff matches may be played early** by mutual agreement.

5. **If more teams are designated as home teams than a facility can accommodate**, the facility manager will determine which team or teams will be playing at home. The remaining team(s) must defer home court to their opponents. If the opponents cannot provide courts, then the team must find alternative ALTA approved courts for their match.

6. **If playoff matches from another division or league are still in progress at the scheduled time of your match**, your match will begin at the conclusion of the match in progress. However, teams can agree to play the match at another location. There is no provision for courts being unavailable because of USTA matches or other local tournament matches. If the home team's courts are unavailable for one of these reasons, ALTA Adult Rule IV.L will apply.

7. **The host team may offer additional courts, and the visiting team may reject the offer for any reason**. If teams agree to play on the additional courts, team leaders will be specific as to the start time for the additional courts and the

8. **During the playoffs, the officially scheduled makeup time for matches delayed because of inclement weather** will be determined by the League Vice President and are announced by your Flight Coordinator.

9. **All lineups must be submitted to the flight coordinator before matches are played.**
   - Players will be eligible for playoffs and city finals only if players were listed on a scorecard at least two times during the regular season.
   - Any changes in a playoff lineup must be approved by the Flight Coordinator or, in his/her absence, the Overall Coordinator or the League Vice President.
     Once matches have begun, a player listed on the scorecard may be moved up but not moved down if needed to fill an absence.

10. **A playoff dual meet is decided when one team wins 7 team points.**
    - Lines still playing will retire their matches and those positions will be scored as a Double Retirement.
    - Lines that have not begun will not play and will be scored as Not Played.

It is possible, when all 4 lines begin play at the same time, to attain 7 team points without completing all 3 games in any matches. If this occurs, each match will be scored as a double retirement. Team points will be properly assessed by the system.

11. **If a dual meet ends in a tie—6 team points to 6 team points—**then each team will select a pair who will play a tiebreak game. The winner will be the pair who wins 11 points by a margin of at least 2 points.

12. Playoff Default Procedures

- A default at Men's Doubles or Women's Doubles will not impact any wins below the defaulted position. The default of a mixed doubles position must be at 2MXD.
- Scheduled Playoff Matches Rained Out – Completed matches stand as played. Rained out matches can be made up individually under rain out default rules or all together under normal dual meet rules if the match was not started. If makeup matches are scheduled individually, each line stands alone and counts as 1 point toward the total of 3 that are needed to win the match.

13. **Enter the scorecard immediately after the match.** To enter playoff scorecards:
    - Navigate to *Member Portal > My Active Teams > Playoffs*
    - Enter the Search Criteria and click Search, then Select.
    - Locate your team in the correct round of the playoff draw and Click Scorecard.
    - For completed matches, enter the scores and results.
    - For uncompleted matches, enter the partial scores and select retirement for both teams.
    - For matches not played, select *Not Played*.

RELIGIOUS HOLIDAYS

The following is a reproduction of the official ALTA policy concerning Religious holidays. It states that ALTA will not schedule league play around any religious holiday. Captains are urged to accommodate teams that may have a conflict by playing the scheduled match early. Captains who know their team will have a conflict are urged to contact the opposing team captain as soon as possible to try to schedule the match for an earlier date. Under no circumstances can two captains agree to play a match after the scheduled date of the match in the absence of rain.

WHEREAS, the Executive Committee of the Atlanta Lawn Tennis Association, Inc. (ALTA) has been requested by certain religious groups to schedule league play so as not to conflict with religious holidays; and

WHEREAS, it has in the past been ALTA's policy not to discriminate in favor of religious groups by scheduling league play around a particular religious group's religious holidays; and

WHEREAS, ALTA is of the opinion that if it should show partiality for one particular religious group that it should do likewise for all religious groups and that to do so would create a difficult logistical problem; and

WHEREAS, ALTA has encouraged the team captains to make accommodations for conflicts with religious holidays on a voluntary basis, and ALTA believes that this is the most appropriate method for meeting the needs of this particular situation; and

WHEREAS, THEREFORE, that the Executive Committee of ALTA reaffirms its established policy of not scheduling league play to avoid conflicts with religious holidays of any particular group, but the Executive Committee does further strongly urge team captains to make every reasonable effort to reschedule matches on a voluntary basis and to play before the scheduled day.

PROTEST PROCEDURES

A captain has the right to register a complaint to his/her Flight Coordinator if the captain feels that a rule infraction has occurred.

The captain will adhere to the following procedures:

1. If the match scorecards are signed by both captains or acting captains, without indicating the point(s) of protest, there are no grounds for protest.

2. Call the Flight Coordinator and detail the event(s) leading to the complaint. If the situation is resolved to the satisfaction of all concerned parties, the matter is concluded.

3. If the matter is not resolved, the Overall Coordinator will be informed and will attempt to mediate a solution.

4. If the matter still cannot he resolved, the Flight Coordinator will inform the captain of his/her right to file an official protest.

5. An official protest must be filed within five days of the protested match. The captain must submit a written protest (not an email; however, the protest letter may be sent as an attachment sent by email) to the League Vice President. Upon receipt of the protest, the following procedures will occur:
   - The League Vice President will investigate the official protest. Upon completion of the investigation, the League Vice President will render a decision to either uphold or reverse the Flight Coordinator's decision.
   - If the captain is still not satisfied with the decision, the League Vice President will inform the captain of his/her final right to appeal to the President of ALTA.
   - The President may grant or deny an appeal. An appeal is called at the sole discretion of the President. If an appeal is granted, all parties will be notified about times, dates and procedures.
   - The decision of the ALTA President is final.

OFFENSES

Consequences for minor rules infractions are enforced as follows:

- The first complaint to Flight Coordinator: The Flight Coordinator calls captain to issue verbal warning.
- The second complaint to the Flight Coordinator (not from the same team who issued the first complaint): Written probation for player and captain to last no longer than one full season of the league, i.e., Spring Men's league to Fall Men's league.
- The third complaint to the Flight Coordinator – The player and captain can be suspended for not more than one full season of that league.

Consequences for playing under an assumed name are enforced as follows:

- Suspension of captain from time discovered for one calendar year after the end of the current season.
- Suspension of player who played under an assumed name from time discovered for one calendar year after the end of the current season.
- Suspension of any player with knowledge that partner is playing under assumed name time discovered for one calendar year after the end of the current season.
- Suspension of any team member with knowledge that partner is playing under assumed name time discovered for one calendar year after the end of the current season.
- Consideration for partial or total probation of suspension would be given for any team member reporting infraction in a timely manner.

Consequences for physical violence are enforced as follows:

- Suspension of attacker for balance of current season (following season included if incident occurs on or after week 4 of season) minimum. Depending on severity of injury, suspension could be for life.
- Suspension of victim if he/she retaliates, beyond reasonable self-defense.

Consequences for profanity and threatened physical violence are enforced as follows:

- Offenders may be warned. A warning puts the offender on probation and additional complaints warrant suspension for balance of the season.
- A team captain may receive a similar warning as the offending player they chose to put on the court.
- Further violations by the offender may result in suspension for the captain as well.

INTERPRETATIONS

Interpretations cover situations not specifically stated in the rules. These also address questions that have arisen related to how certain rules are administered.

Rule I.E. Listed on two or more rosters. If a player is listed on two or more rosters, the office will email a notice to the player, and he/she will be given a reasonable amount of time to decide which team to play for. If ALTA is not notified of the choice of roster to remain on, the player will be removed from all current season team rosters on which he/she is listed. The captain will then be able to add the player back onto the roster after the captains' meeting (with no level flight check), but only to one of the teams from which his/her name was removed.

Rule I.F. Removal from roster. When a member is added to a roster, the member receives an email at the address on file with ALTA. If the member wants to be removed from that roster, it is the responsibility of the member to contact the captain and have his/her name removed before the end of the roster correction deadline. If the member is unable to contact the captain or the captain fails to address the member's request, then the member may use the link provided in the roster addition email and request that he/she be removed from that roster.

If player was added during the season without his/her permission, and it has been less than three calendar days since the emailed notification and the player has not been listed on a scorecard, then player should contact ALTA and request to be removed from the roster.

Rule I.F.5 Eligible to add to roster. A player may only be added to a team roster after the captains' meeting and only if the most recent final level/flight associated with that player is the same as or lower than the team's assigned level/flight.

Rule II. Level Placement. VP's and Overall Coordinators will review preliminary leveling report for teams that have all or a great number of "new" players that affect the level placement of the team. If it is found that most new players have played at a much higher level prior to the last two seasons, VP's and Overall Coordinators have the option of changing the level placement.

Rule III.A. Exchange of match scorecards simultaneously, at the start of the dual meet. If only one captain has a card, a player from the other team must add names for all lines to the one card before play begins. If neither team has a card, each must add names for all lines on a piece of paper before matches begin. If one team can only supply names of line 1 and line 2, notations should be made on one or both cards and representatives of both teams should sign the note. If this is the case, forfeiture of points will be from line three and below. While scorecards are no longer mailed, they are required for situations where there may be a dispute and should be kept and available for review.

Rule IV.E. The 20-minute default rule. A default at Men's Doubles or Women's

Doubles will not affect any points won in the Mixed Doubles positions. When a mixed match is defaulted, it must be the lowest position, or the team will forfeit any points won below the defaulted position.

If all lines of the team do not show up at all, the team is defaulted out of the league and all points/matches for that team are nullified for the regular season. Thus, teams defaulting out provide no benefit to other teams in the division. The team is defaulted out of the league per ALTA Rule V. D.

Question: What happens to the rest of the division when a team defaults out of the league?
Answer: All matches played by that team during the season are nullified. Points won by teams when playing against the defaulting team are removed, and the schedule is revised to show a bye week for matches against the defaulting team.

Rule IV.D. Replacing an injured player. If actual play has not been started (i.e. the first serve has not been struck), an injured player may be replaced on the scorecard with an eligible player. A player already on the scorecard cannot be moved down, and the player who is struck from the scorecard is then considered an ineligible player for the remainder of that dual meet. If play is underway and the injured player cannot continue, the match is treated as a retirement.

Rule IV.E. Playing Match Early. When captains agree to play line 1 early without the agreement on times for the remaining lines, the default time for line 3 is twenty minutes after the normally scheduled date and time for line 3.

Rule IV.H. 5-minute warmup. We never deny a player a 5-minute warmup even if they get to the match at the last moment. The opponents do not have to warm the player up; the partners may warm up together.

Rule V.D. Excessive defaults. The penalty for excessive defaults is to prevent all members from returning as a team (team suspension) and to prevent the captain from serving as captain (captain suspension) the following season. The number of players allowed back as a team for Mixed Doubles is 2 women and 2 men.

Rule V. E. Ineligible player after end of the season. If a team defaults out during the regular season, all points will be nullified as noted in rule V.D. If a team defaults out of a playoff dual meet, they are disqualified for any additional playoff dual meets and Finals; however, regular season play is considered final. Likewise, if an ineligible player is discovered on a team during playoffs, that team is disqualified from playoffs and Finals. The regular season stands as played.