

TO: All Spring 2014 ALTA Men's League Captains

FROM: Robert Fitzgerald, VP Men's League

RE: <u>2014 Spring Season</u>

Welcome to the Spring 2014 ALTA Men's League! 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 captain this Spring, please forward this packet to the new captain now and review the process with him to make sure he understands what he has to do. If you are returning as captain, you should still read the entire packet again. Get started now – don't wait until the last minute!

# THE SPRING 2014 MEN'S ROSTER DEADLINE IS Monday, January 20th The ALTA website will accept rosters starting on Wednesday, January 1st

- ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER. Each season, captains add players without first getting their agreement to be on the roster. This is equally true for captains reinstating last season's roster. Do not list a player on your roster who has not agreed to be on your team! Each year, we have a number of disappointed members because they cannot get on the team on which they want to play since they have been placed on a different roster. Please, make sure that all of the players on your roster have agreed to play on your team.
- ➤ PLAYERS <u>CANNOT</u> BE DELETED FROM YOUR ROSTER AFTER January 25. After the roster correction deadline on January 25, players cannot be removed from your roster. This is very clear in ALTA General Rules Adult League section I.G.4. Each season, a number of captains leave players on the roster assuming they can be deleted after the captain's meeting. This is not the case. Tell your players this, and let them know that they must decide to be on or off the roster by this deadline.
- > DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE CAPTAIN'S MEETING. If you wait until after the captain's meeting to add a player, you are taking a small risk! There is a possibility that your team will have to be moved down to level the flights, and the player may no longer be legal for your team. So, please make sure that all of your players are on your roster before the roster correction deadline on January 26. Please read ALTA General Rules Adult League section I.G.5 very carefully.
- TEAM PLACEMENT IS ALWAYS THE SUBJECT OF MANY QUESTIONS. Please read the attachment "LEAGUE INFORMATION FOR TEAM PLACEMENT" very carefully. The roster you submit (which includes recognition of the past season play of your team and players) will determine the preliminary placement of your team. However, other factors may impact the final level including ALTA's need to fill out various level/flights. You have the option of submitting a request for review if you believe you have a valid reason to be placed at a specific level.
- LOOKING FOR PLAYERS? If you are looking for additional players, please post your team on the ALTA website under "Players & Facilities/Players & Teams/Teams Looking for Players". You can view players in your area looking for teams under "Players & Facilities/Players & Teams/Players Looking for Teams".
- **EXAMINE YOUR ROSTER!** Rosters are no longer mailed. If you make any changes, additions or deletions to your roster prior to the roster correction deadline, please view your roster on line 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, he is not on your roster.**

Good luck, have fun and enjoy the Spring season!

Robert Fitzgerald, VP Men's League 770-399-5788, ext. 123 (Office) E-mail mensvp@ALTAtennis.org

#### **IMPORTANT DATES**

Wednesday, Dec. 4	Spring '14 Registration Letters Mailed to Fall '13 Captains	Prior season captains are notified by mail to start the team registration process.	
Wednesday, Jan. 1	Roster Registration Starts	The first day you can submit your roster on the ALTA website. You must have 12 paid members for your roster to be accepted.	
Midnight Monday, Jan. 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 get it done early.	
Midnight Saturday, Jan. 25	Late Roster Submission	If you missed the online registration deadline of Jan. 20, you have until Jan. 25 to enter a late roster on-line. There is a \$50.00 late fee.	
Midnight Saturday, Jan. 25	Roster Correction Deadline	You can make corrections (additions, deletions, etc.) on line until midnight on Jan. 25.  Make sure that ALL of the players that want to be on your roster are on it before this date.  Make sure that any players who do not want to be on your roster are removed before this date.	
Saturday, Feb. 22	Captain's Meeting	Come to the captains meeting to learn about your responsibilities as captain and ask any questions. All captains should attend.  Complete packets and schedules can be downloaded from the ALTA website starting on Feb. 20.  There is no packet pick-up at the captain's meeting!	
Saturday, March 15	Start of Spring League Play	The fun begins!	
Saturday, April 26	End of Spring League	The regular season ends!	
Saturday/Sunday,	Spring Playoff Rounds 1 and 2		
May 3 and 4	(Rain dates May 4 and May 10)		
Saturday, May 10	AA City Finals and Round 3 A, B & C Playoffs (Rain date May 11)	City Finals locations and start times will be in your captain's schedule packet.	
Saturday,	A, B & C City Finals	1	
May 17	(Rain date May 24)		

#### HELP IS AVAILABLE, PLEASE E-MAIL OR CALL

Position	Name	E-mail	Phone
A Level Teams	Terry Godbold	tgodbold@pinnacleactuaries.com	404-502-5239 (C)
B-1 – B-4 Level Teams	Warren Fraser	warfraser@yahoo.com	404-643-6326 (C)
B-5 – B-8 Level Teams	Lamar Scott	Lscott1@cdc.gov	404-226-6256 (C)
C Level Teams	Paul Giggi	pgiggi@earthlink.net	404-422-6699 (C)
VP Men's League	Robert Fitzgerald	mensvp@altatennis.org	770-399-5788, ext. 123 (O)

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, your coordinators are volunteers. Please do not make telephone calls to them after 9 p.m. They will appreciate your consideration.

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



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Go to altatennis.org from any device. The system will recognize the device you are on and take you directly to the mobile site.

#### You will be able to:

- Get official ALTA directions to your next match
- View your Schedules
- Get official Division Standings
- Enter Scorecards

#### ADULT LEAGUES' CAPTAINS' MEETINGS – SPRING, 2014

#### SATURDAY, FEBRUARY 22

## GEORGIA PERIMETER COLLEGE – DUNWOODY CAMPUS – BLDG. NC # 1100 2101 Womack Road Dunwoody, GA 30338

#### ADULT LEAGUES – 9:00 A.M

Directions to Georgia Perimeter College – Dunwoody Campus
Take I-285 to Exit 30
Exit north onto North Peachtree Road
Continue on North Peachtree to the intersection of Tilly Mill Road & North Peachtree Rd.
Turn left at Tilly Mill
Continue on Tilly Mill to Womack Road
Turn left onto Womack Road
Georgia Perimeter College-Dunwoody Campus will be on the left

# Captain's Checklist

- ❖ Make sure we have your correct email address, street address and phone number; Request the same of your teammates; either go online at www.altatennis.org or call the ALTA office to correct your Profile Summary.
- **❖ Confirm your players;** check with each person on your roster to be sure he/she wants to play on your team this season.
- ❖ Annual dues for the current year must be paid before placing a player on a roster; members may renew their memberships online at <u>www.altatennis.org</u>. or by mailing a check (with ALTA membership number) to the ALTA office.
- ❖ All members must have an ALTA number; players new to ALTA who have never been assigned a membership number may purchase a membership online at www.altatennis.org.
- **❖** A player of any level may be placed on an original roster. See Adult League Rules F1 and F2 for players that are required to play at higher levels for the potential effect it could have on your team's placement.
- ❖ A confirmation number will be issued after the roster has been saved. This number can be used to access your team's information online.
- **❖** The roster will not be accepted into the League unless you click on the "Save" button.
- ❖ A maximum of 6 players may be added to your roster after the captain's meeting; players may be added to the roster only if their last final flight/level is at or below the current assigned level of the team to which they are being added.
- **❖ Late Roster Policy;** late rosters will be accepted <u>online</u> from the day after roster deadline up until 12 Midnight of a League's roster correction deadline date for a \$50 fee payable by credit card at the time of roster entry.
- ❖ Roster Correction Deadline; captains have 5 days from the roster submission deadline date to make corrections to their rosters. No players may be deleted from a roster after the roster correction deadline.
- ❖ Roster Confirmation; If you make any changes, additions or deletions to your roster prior to the roster corrections deadline, please view your roster online to ensure that all changes have been saved and print out a copy for your own records

#### 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 4 men and top 4 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 8 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 8 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 6 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 6 men.

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

## **Enter a Roster**

From the ALTA Home Page, log in and go to *Players & Facilities > Rosters > New/Reinstate Roster*. 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.

#### Make Changes to a Roster

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

- 1. Go to the ALTA home page, log in and select *Players & Facilities > Rosters > My Rosters or My ALTA> My Rosters.*
- 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. In order 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. **NO HARD COPIES OF YOUR ROSTER WILL BE MAILED TO YOU.**

#### \*\* To pay dues using the ALTA website:

Log in and go to *Players & Facilities* > **Members** - 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 Web Site After the Captain's Meeting

- 1. Log in to the ALTA web site (www.altatennis.org ) with your user name/password.
- 2. Place cursor on *Players and Facilities>Rosters>My Rosters or My ALTA > My Rosters*
- 3. Select your current season's roster
- 4. You will be taken to the *Members* page
- 5. Put in your add-on's ALTA membership number and click the *Add-on* button
- 6. Or search for a player by entering their first and last name, and clicking the **Search** button.
- 7. Select the correct member from the list which will appear
- 8. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
- 9. Your add-on(s) name(s) will appear in the list of members
- 10. When you have finished adding members click the *Save* button
- 11. You will be asked to pay for any of your add-ons who are not paid members for the current year
- 12. 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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# **CAPTAIN'S WORKSHEET**

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

League (i.e., Mixed Doubles, Men, Sunday Women)		
Captain's ALTA Number		
Co-captain's ALTA Number		
Facility number		
Requested Level of Play (AA, A, B or C)  Requested Flight (1 – 9)		
Remaining ALTA Numbers of Team (DO NOT INCLUDE CAPTAIN OR CO-CAP	PTAIN)	
Number Name		
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Please continue additional team members	on reverse side o	f form
FOR 1. and 2. BELOW, PLEASE CHECK – ALTA GENERAL RULES, I.F. (1 AND 2)		
1. Are there any teaching pros or <b>current</b> Div. I College Players (as defined in Rule I.F.1) on yo		
roster? (You must play at the AA level.)  2. Are there any <b>current</b> non-Div. I College Players? (You must play no lower than A level.)  3. Are there any <b>current</b> unranked high school players on your roster	Yes Yes	No
(You must play no lower than B level.)	Yes	No
IMPORTANT NOTES: Your team is considered to be a returning team if six of the team members (for Mixed Double roster last season (regardless of whether or not they actually played)! Remember, you must have the minimum number of players required for your league to submit a rin roster submission, all players must have an ALTA number and be paid for the year in which the purchase an ALTA number by either (1) visiting our website (www.altatennis.org) and using Visiting Out website (www.altatennis.org).	oster (see Adult R ne team will be pla	Rules I.E.).To be included aying. A new member may

by coming to the ALTA office and submitting a new member card and \$25 (check or cash).

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