



Welcome to the [Spring 2019](#) Sunday 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 Sunday Women's Roster Deadline is [January 21, 2019](#).
Rosters will be accepted on the ALTA website starting [January 1, 2019](#).
2019 ALTA membership dues must be paid to be on a roster**

- **THANK YOU FOR SUBMITTING YOUR SUNDAY WOMEN'S FALL ROSTER!!** Please read the following bullet points carefully before submitting your roster and refer to the captain's handbook for more details on how to submit and handle your teams' roster.
- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Whether submitting a new roster or reinstating a roster from a previous season, do not list a player on your roster who has not agreed to be on your team! Each year there are disappointed members not able to be on their desired team because they were placed on a different roster without their agreement.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER [January 26, 2019](#)**. After the roster correction deadline on [January 26, 2019](#), 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 [January 26, 2019](#) 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!

[Chequetta Allen](#)

VP Sunday women's League

Phone: 770-399-5788, ext. 117

E-mail: sundayvp@altatennis.org

IMPORTANT DATES

Tuesday January 1, 2019	Roster Registration Starts	The first day for roster submission on the ALTA website. You must have 12 <i>paid</i> members for your roster to be accepted.
Midnight Monday, January 21, 2019	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 Saturday, January 26, 2019	Late Roster Submission	If you missed the online registration deadline of January 21, 2019 , you may submit a late roster online until January 26, 2019 . There is a \$50.00 late fee.
Midnight Saturday, January 26, 2019	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight, January 26, 2019 . 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.
Saturday February 23, 2019	Captain's Meeting	Come to the captains meeting to learn about captain responsibilities and ask questions. All captains should attend. Complete packets and schedules may be downloaded from the ALTA website starting Thursday, February 21, 2019 . There is no packet pick-up at the captain's meeting!
Sunday, March 17, 2019	Start of Sunday Women's Play	The fun begins!
Sunday, April 28, 2019	End of Sunday Women's play	The regular season ends!
Saturday, Sunday May 4 & 5, 2019	Sunday Women's Playoff Rounds 1 and 2 (Rain dates May 5 & May 11, 2019)	City Finals locations and start times will be in your captain's schedule packet.
Saturday, Sunday May 11 & 12, 2019	AA City Finals and Round 3 A, B & C Playoffs (Rain date May 12 & 14, 2019)	
Sunday May 19, 2019	A, B & C City Finals (Rain date May 26, 2019)	

League Contacts

Position	Name	E-mail	Phone
AA and A Level Teams	Linda Shepherd	lm023755@comcast.net	404-210-9173
A5 – A8 Level Teams	Diane Royston	Drr1015@bellsouth.net	404-402-3525
B1 – B4 Level Teams	Anna Mitchell	annamitchell26@yahoo.com	678-323-9298
B5 – B8 Level Teams	Wendy Breedlove	wmbreedlove@gmail.com	770-598-1254
C Level Teams	Susan Levin	susan@bookhouse.net	404-290-9256
VP Sunday Women's League	Chequetta Allen	sundayvp@altatennis.org	770-399-5788, ext. 117

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.

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 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 until the roster corrections 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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A MAXIMUM OF SIX PLAYERS MAY BE ADDED TO YOUR ROSTER. ADDED PLAYERS MUST BE ACCEPTED ON THE ALTA WEB SITE BY MIDNIGHT THE NIGHT BEFORE THEY PLAY THEIR FIRST MATCH

CAPTAIN'S WORKSHEET

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

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

Captain's ALTA Number _____ - _____ - _____

Captain's Name _____

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

Co-captain's Name _____

Facility number

Facility Name _____

Requested Level of Play
(AA, A, B or C)

Requested Flight
(1 - 9)

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

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

Please continue additional team members on next page

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

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

IMPORTANT NOTES:

Your team is considered to be a **returning team** if **six of the team members (for Mixed Doubles 3 men/3 women) were on the same team roster last season** (regardless of whether or not they actually played)!

Remember, you must have the minimum number of players required for your league to submit a roster (see Adult Rules I.E.). To be included in roster submission, all players must have an ALTA number and be paid for the year in which the team will be playing. A new member may purchase an ALTA number by either (1) visiting our website (www.altatennis.org) and using Visa, Mastercard, or American Express, or (2) by coming to the ALTA office and submitting a new member card and \$25 (check or cash).

Number

Name

AT COMPLETION OF ROSTER ENTRY,

YOU WILL RECEIVE A CONFIRMATION NUMBER. ENTER IT HERE:

Worksheet adults