



Welcome to the 2019 Spring ALTA Men's League season. Thank you for volunteering to be the captain of your team and your work contributing to the success of our league. Your schedule is on line on the ALTA web site and available to you and your team members. As we start the season, here are some important considerations.

There are several sources of information available to help you, including this letter and the rest of the Schedule Packet, the Captains Handbook, and the ALTA Rules for Adult Leagues and The Code and the USTA Rules of Tennis. All of these can be found on the ALTA website. If you are unable to find your answer in any of these, **your Coordinator is your first point of contact.** Their contact information can be found in the Schedule Packet.

- **You can add up to six players to your roster starting on February 24th.** Players must meet certain requirements as set forth in ALTA Adult League rules. If you have a player from your Fall 2018 roster that you want to add and his level is too high because your team was lowered solely to accommodate ALTA's needs, please contact me so I can review his situation.
- **Check your ALTA on-line team roster carefully.** Please verify your entire roster before the start of play. If a player's name is not listed on your ALTA roster, he is not on your team. He must be added by midnight before the day he is to play. Each season, the largest number of rule violations result from captains playing a member not on their roster. If you add a player to your roster, double check that he has actually been added since you will not receive paper confirmations of player additions from the ALTA office. After you add a player, an e-mail confirmation will be sent to the player notifying him that he has been added to your team.
- **Players on multiple rosters.** A player may have been removed from your roster because he was on multiple rosters. Please contact that player to see if he wants to be on your roster. If he is not already on another roster, you can add him starting August 18th. Never add a player to your roster unless you have his permission!
- **Always check a potential "add" on-line.** If you are considering adding a player, always check his level on the ALTA web site. Experience has shown that not all members know their correct level. If the system lets you add him, he is eligible.
- **Scorecards:** Exchange lineups for the match with the opposing team. This is still an ALTA rules requirement and is important. Both captains, or their designate, should complete scorecards before the dual meet, and sign following the meet. It is not necessary to mail the scorecard to your coordinator since that process is on-line. However, a completed and signed scorecard, exchanged with the opposing captain, is absolutely required and will serve as documentation in the event of a dispute. Scorecards are considered final 10 days after being entered.
- **Scorekeeping is on-line.** The ALTA system will maintain accurate division standings and tracking of player movement. The weekly scores will be confirmed by the captains and the standings will be updated on a preliminary basis and appear in blue until the coordinator approves them.
- **General communications.** You will find that e-mail communication is best as it provides an audit trail and reduces the need to repeat information. It also reduces phone tag and missed calls.

Have a great season. Please let your coordinator or overall know if you have any questions or need help.

Lamar Scott
ALTA 2019 Men's League VP
770-399-5788, Ext. 123
E-mail: mensvp@altatennis.org

ALTA Spring 2019 Men's League - Important Dates for Captains

Captains Meeting	Saturday, February 23rd, 2019 Web based Conference Call
Captains May Start to Add Players to Team Rosters	Sunday, February 24th, 2019 (Note that certain restrictions apply and are fully explained in ALTA Rules – Adult Leagues)
Regular Season Play Begins	Saturday, March 16th, 2019
Regular Season Play Ends	Saturday, April 27th, 2019
Playoffs	Saturday, May 4th, 2019, 9:00 AM (Rain Date: Sunday, May 5th, 2019 9:00 AM)
Playoffs	Sunday, May 5th, 2019 9:00 AM (Rain Date Saturday, May 11th, 2019 9:00 AM)
Playoffs (A, B, and C Levels only)	Saturday, May 11th, 2019, 9:00 AM (Rain Date: Sunday, May 12th, 2019 9:00 AM)
City Finals – AA Level Men	Saturday, May 11th, 2019 9:00 AM Sandy Springs Tennis Center (Rain Date: Sunday, May 12th, 2019 9:00 AM)
City Finals – A, B and C Level Men	Saturday, May 18th, 2019 9:00 AM A Flights at Sandy Springs Tennis Center B Flights at Blackburn Tennis Center C Flights at Windward Lakes (Rain Date: Saturday, May 25th, 2019 9:00 AM)

League Contacts			
Position	Name	E-mail	Phone
AA Level Teams	Rick Griswell	rg1944@comcast.net	(770) 714-6299
A Level Teams	Joe Owen	joeowenalta@gmail.com	(404) 661-8808
B1 – B4	Mitch Falkin	mitch@movewithmitch.com	(770) 330-2374
B5 – B8	Paul Giggi	pmgiggi@gmail.com	(404) 422-6699
C Level Teams	James Niemeyer	jrniemeyer@gmail.com	(770) 310-8051
<p>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.</p> <p align="center">Remember, Coordinators are volunteers. Not calling after 9 pm will be most appreciated.</p>			

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 Requested Flight
 (AA, A, B or C) (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.

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|---|-----------|----------|
| 1. 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 _____ |
| 2. Are there any current non-Div. I College Players? (You must play no lower than A level.) | Yes _____ | No _____ |
| 3. 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).

