



## **ADULT LEAGUE MEMBER HANDBOOK**

**REVISED EDITION**  
**Rev. 02/13/2024**

*This handbook is presented as a guide to adult 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.

# TABLE OF CONTENTS

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ALTA HISTORY _____	4
ALTA WEB SITE <a href="http://www.altatennis.org">www.altatennis.org</a> _____	5
Homepage .....	6
MEMBER PORTAL _____	8
MY ROSTERS & NEW/REINSTATE _____	9
ROSTER PREPARATION _____	10
ROSTER SUBMISSION _____	12
ROSTER CORRECTIONS _____	15
TEAM PLACEMENT _____	16
SEASON SCHEDULE _____	17
MY ACTIVE TEAMS _____	18
Adding Players .....	20
Availability.....	21
Schedule & Lineup.....	22
Draft Lineup .....	23
Player Movement & Sandbagging Rules .....	24
Scorecard.....	25
BEFORE THE DUAL MEET _____	26
DURING THE DUAL MEET _____	27
AFTER THE DUAL MEET _____	31
DIVISION STANDINGS _____	33
COURT LIGHTING _____	34

<b>FACILITY BATHROOMS</b>	<b>35</b>
<b>INCLEMENT WEATHER</b>	<b>36</b>
Rain.....	37
Extreme Heat or Cold.....	38
<b>MATCH COURT PRIORITY</b>	<b>39</b>
<b>POST SEASON DELETION</b>	<b>39</b>
<b>PLAYOFFS</b>	<b>40</b>
<b>RELIGIOUS HOLIDAY</b>	<b>43</b>
<b>PROTEST PROCEDURES</b>	<b>44</b>
<b>OFFENSES</b>	<b>45</b>
<b>INTERPRETATIONS</b>	<b>46</b>

# ABOUT ALTA

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## 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 to 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. Members participate in public parks, neighborhoods, and private clubs.

## ALTA TODAY

Our members enjoy year-round tennis through the Adult and Junior 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.

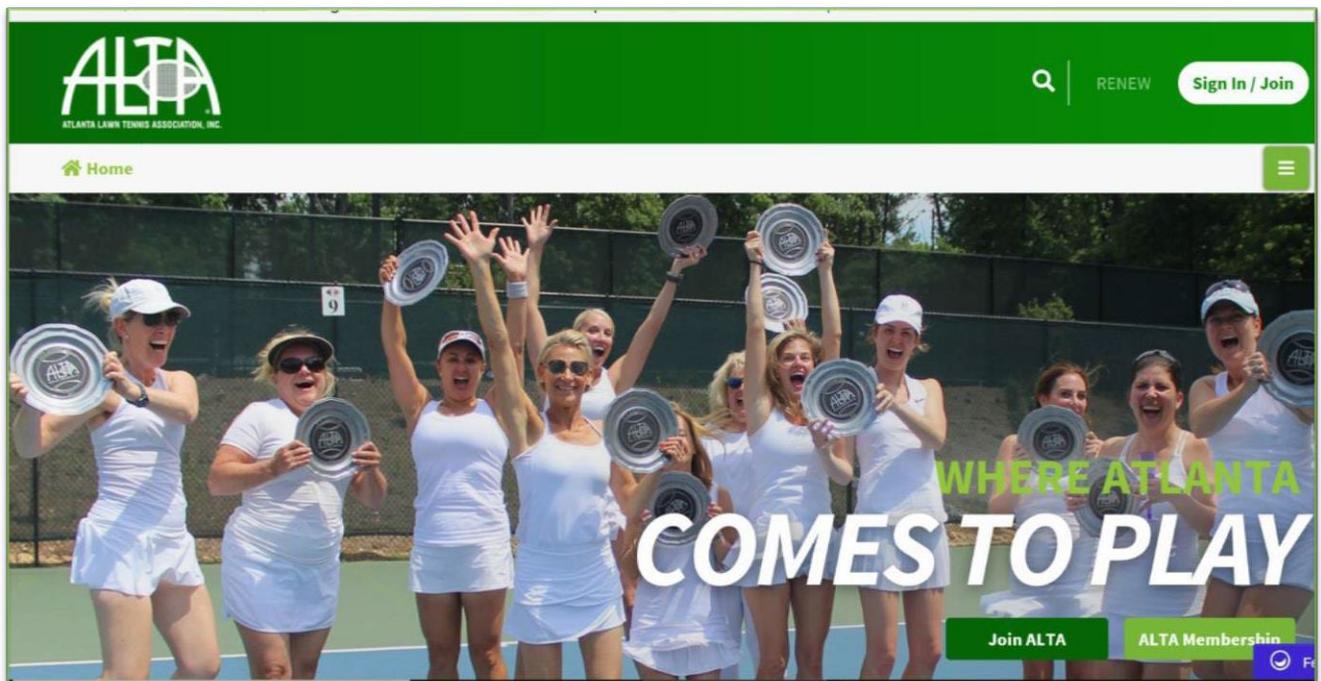
To administer the needs of our members, team leaders and captains, all functions for ALTA activities reside on our website, [www.altatennis.org](http://www.altatennis.org) The original site was launched in 2010, ushering ALTA into the computer age. Since then, the site has been upgraded as needed.

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 and tennis that inform, educate, and entertain.

## ALTA WEB SITE [www.altatennis.org](http://www.altatennis.org)

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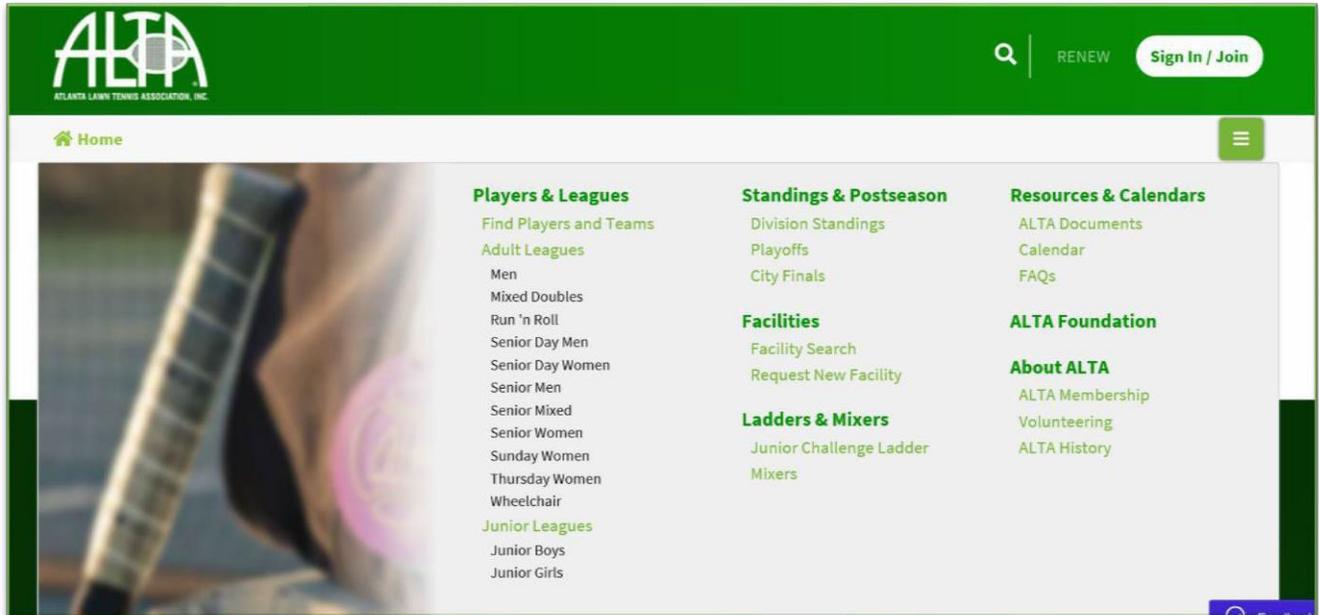


The ALTA web site provides all the information members need regarding the association, leagues, teams, and memberships. Members have access to the member and facility databases, their personal historical information, and active teams. Team leaders (captain, co-captain, designee) have access to a team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

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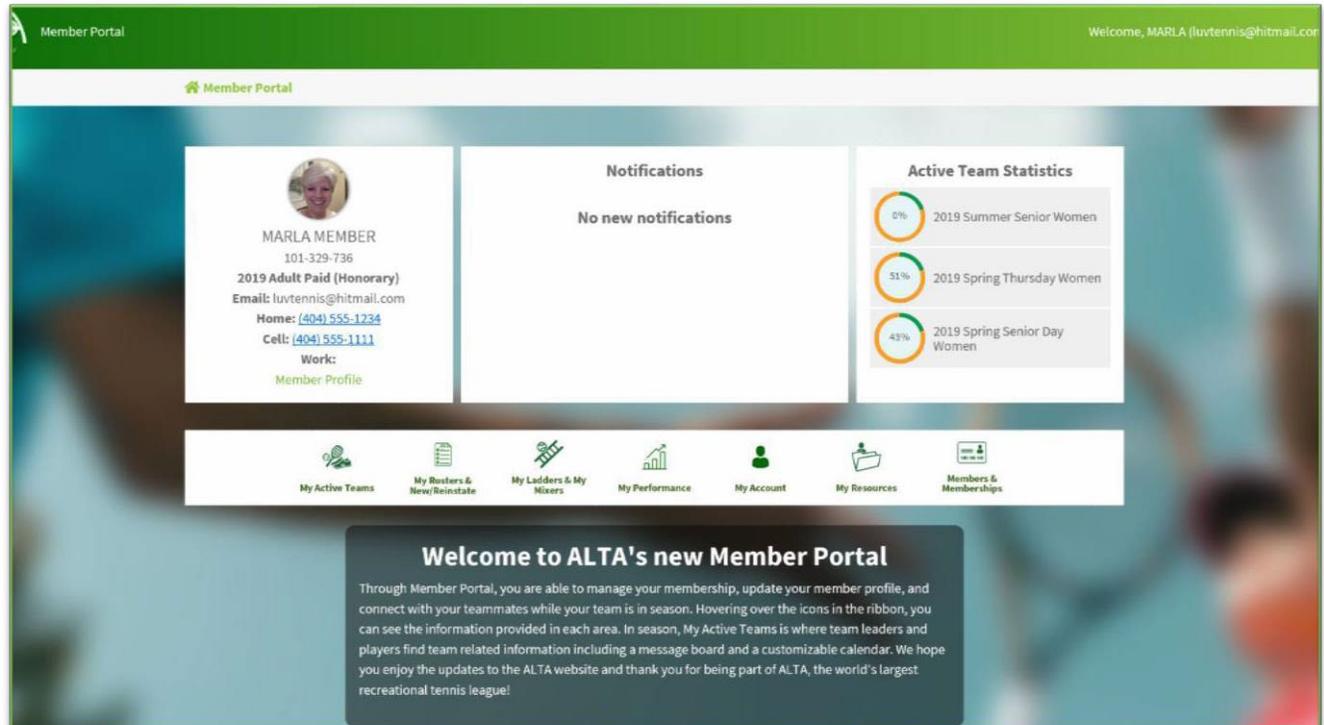
Teams come to ALTA fully formed with a roster of players who are paid members and meet the requirements of the league. The roster creator must also have an established relationship with an ALTA approved facility from which home matches will be played. The roster must be submitted during the registration 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		Thursday Women
	Wheelchair		Wheelchair

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

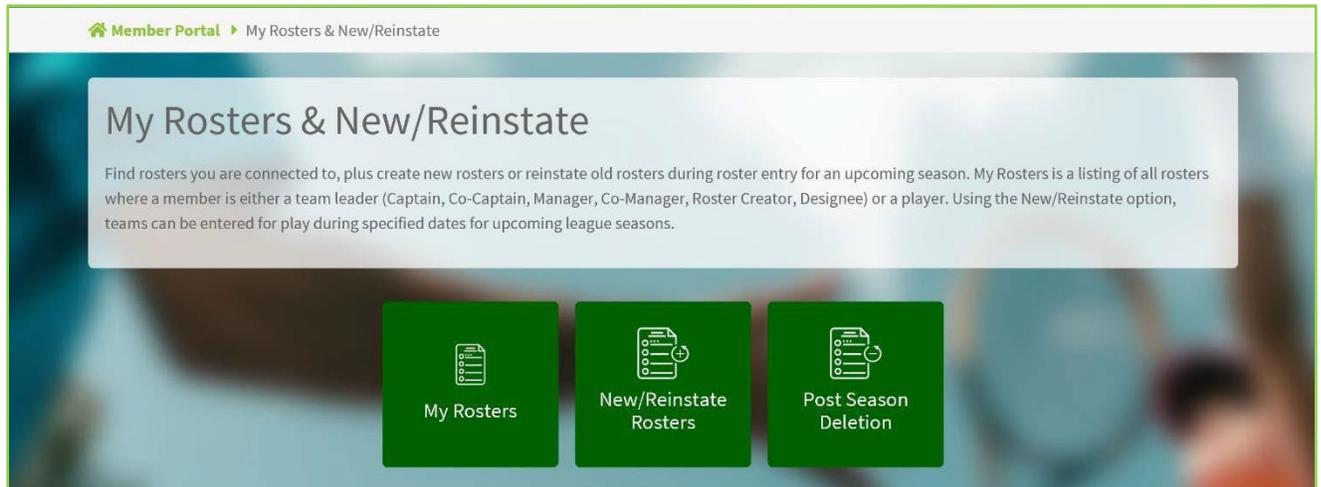
**Member Portal:** Once logged in, user will be directed to their personal Member Portal. The portal provides access to member's profile, displays any notifications, and active team statistics.



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 19.
- 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 12 for roster entry instructions.)
- **Post Season Deletion.** Submit request to be removed from a roster when that member has not played during the season and has not been listed as player on any scorecards. 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.

## ROSTER PREPARATION

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- 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 > Instructions > Roster Entry and Edit*
  - or
  - From the Adult League page, select *Go to ALTA Documents > Instructions > Roster Entry and Edit*.
- 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. If you are adding a Qualified Junior to a AA roster, refer to the Junior Player Eligibility Guidelines for Adult League Play located at My Resources>ALTA Documents>ALTA Rules.
- 3. Have the minimum number of players required.** Minimum number of players per roster varies by league. ALTA recommends that teams have two or more players above the minimums listed:
  - Men 12 players
  - Sunday Women 12 players
  - Thursday Women 12 players
  - Mixed Doubles 12 players (6 men, 6 women)
  - Senior Men 10 players
  - Senior Women 10 players
  - Senior Mixed 12 players (6 men, 6 women)
  
  - Senior Day Men 8 players
  - Senior Day Women 8 players
- 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

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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 16 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. **Rankings.** You must identify any member who is or has been listed on a college or high school team roster during the current ALTA year. Those members are only eligible to play at or above the following levels:
  - **NCAA Division I tennis team.** That member must play at the AA level for the remainder of the current ALTA year.
  - **All other college tennis teams.** That member must play at the A level or higher for the remainder of the current ALTA year.

- **High school team.** That member must play at the B level or higher for the remainder of the current ALTA year.

9. A Member with any **ATP or WTA** point(s) must play at the **AA level**.

Select any and all rankings that **currently** apply to any member of your team. Failure to do so can be grounds for penalties in accordance with ALTA rules. Click *Next*.

10. **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.)

11. **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.**

12. **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

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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 roster deadline to make corrections.

- 1. On the website navigate to *Member Portal > My Rosters & New/Reinstate > My Rosters*.** Select roster from list by clicking on the 3 dots (ellipsis) beside the roster ID and choose *Select*. The Members tab will open displaying a list of all the Roster Members.
- 2. To add players:** Enter the member's ALTA number, then click the *Add* button or, if you do not know the membership number, click the search button to find 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 or Search button for each one.
- 3. To remove a player:** Click *Remove* to the left of their ALTA number.
- 4. 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.
- 5. To change your requested level flight, designees, etc., select the appropriate tab.**
- 6. 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 try and add them to your team. Otherwise, you may pay by credit card to complete adding 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.
- 8. No player may be removed from a roster after the roster correction deadline** unless it has been less than three calendar days since notification of the roster addition, and player has not been listed on a scorecard. Player must contact ALTA customer service to be removed from the roster and notify the captain of the request.

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## 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:
  - Men, Sunday Women, and Thursday Women – 6 returning players.
  - Senior Men and Senior Women – 5 returning players.
  - Senior Day Men and Senior Day Women – 4 returning players.
  - Mixed Doubles – 3 returning men and 3 returning women.
  - Senior Mixed – 3 returning men and 3 returning 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.
  - Men, Sunday Women, and Thursday Women: average of the top 10 men or women.
  - Senior Men and Senior Women: average of the top 8 men or women.
  - Senior Day Men and Senior Day Women: average of the top 6 men or women.
  - Mixed Doubles: average of the top 5 men and the top 5 women.
  - Senior Mixed: average of the top 5 men and the top 5 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.

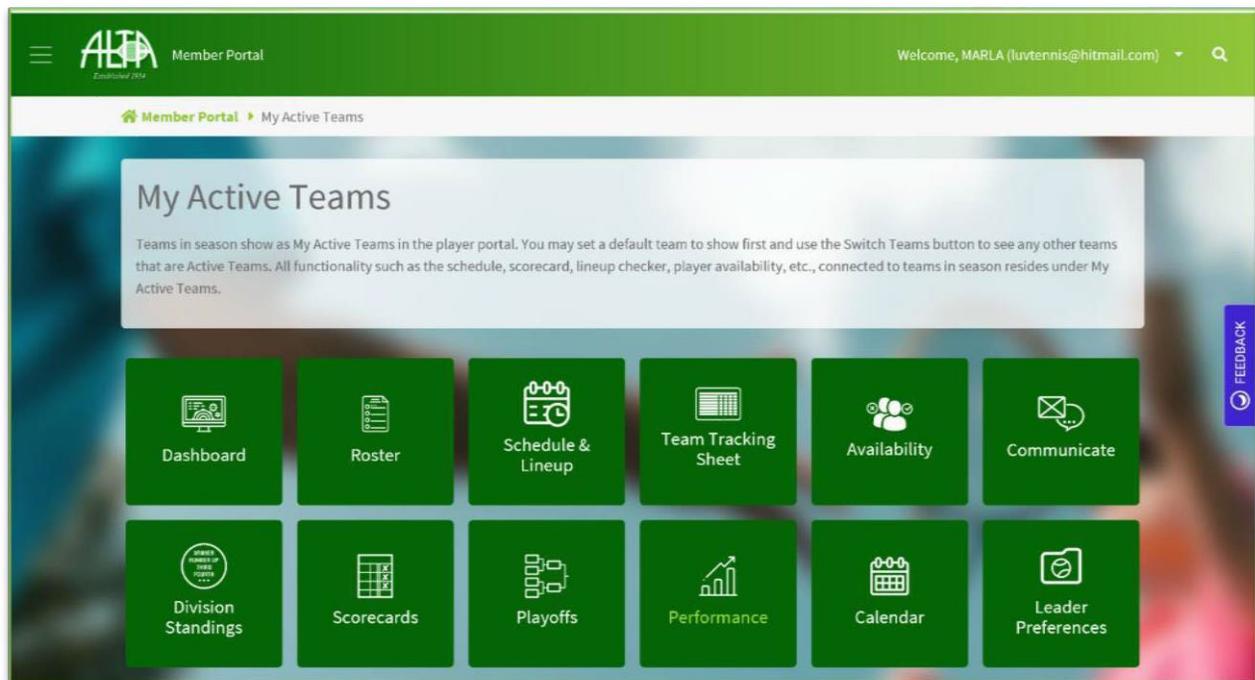
# SEASON SCHEDULE

**Season Schedule** is posted online 2-3 weeks before the season begins and are 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.

<b>2015 Winter Mixed Doubles Schedule</b>					
<b>A-1, Division 4 of 4</b>					
<a href="#">Print Schedule</a> <a href="#">Schedule Packet</a>					
Team #	Facility	Captain / Co-Captain	Home Phone	Work Phone	Mobile Phone
1	BRECKENRIDGE/FC	RAUSCH, JODI <a href="#">email</a>	(770) 555-1234		(770) 555-1234
		CASSERLY, CAYCEE <a href="#">email</a>	(770) 555-1234		(770) 555-1234
2	CC OF THE SOUTH	HOBBS, TRACY <a href="#">email</a>	(770) 555-1234	(770) 555-1234	
		SCOTT, PAMELA <a href="#">email</a>	(770) 555-1234		(770) 555-1234
3	LEAFMORE CREEK	JONES, LIANNA <a href="#">email</a>	(770) 555-1234		(770) 555-1234
		BRAT, DANIEL <a href="#">email</a>	(770) 555-1234	(770) 555-1234	(770) 555-1234
4	MONTCLAIR	KRAFT, MICHAEL <a href="#">email</a>	(770) 555-1234	(770) 555-1234	(770) 555-1234
		KRAFT, LAURA <a href="#">email</a>	(770) 555-1234		
5	SANDY SPRINGS TC	ALLOY, JASON <a href="#">email</a>	(770) 555-1234	(770) 555-1234	(770) 555-1234
		KUNKES, CRAIG <a href="#">email</a>	(770) 555-1234		
6	SANDY SPRINGS TC	HACKETT, BRAD <a href="#">email</a>	(770) 555-1234	(770) 555-1234	
		STEPHENS, RANDY <a href="#">email</a>	(770) 555-1234		(770) 555-1234
7	SANDY SPRINGS TC	TROTTER, ROBYN <a href="#">email</a>	(770) 555-1234		(770) 555-1234
		BOSLET, MELISSA <a href="#">email</a>	(770) 555-1234		(770) 555-1234
8	VILLAGE MILL	MACEYKO, JENNIFER <a href="#">email</a>	(770) 555-1234		
		HEDRICK, HOPE <a href="#">email</a>	(770) 555-1234	(770) 555-1234	(770) 555-1234
<a href="#">Print Blank Scorecard</a>					
Sunday, January 04, 2015	<a href="#">Team 3 at Team 7</a>	<a href="#">Team 8 at Team 1</a>	<a href="#">Team 5 at Team 2</a>	<a href="#">Team 6 at Team 4</a>	
Sunday, January 11, 2015	<a href="#">Team 8 at Team 5</a>	<a href="#">Team 6 at Team 7</a>	<a href="#">Team 2 at Team 3</a>	<a href="#">Team 1 at Team 4</a>	
Sunday, January 18, 2015	<a href="#">Team 5 at Team 6</a>	<a href="#">Team 3 at Team 8</a>	<a href="#">Team 7 at Team 1</a>	<a href="#">Team 4 at Team 2</a>	
Sunday, January 25, 2015	<a href="#">Team 4 at Team 5</a>	<a href="#">Team 7 at Team 8</a>	<a href="#">Team 1 at Team 3</a>	<a href="#">Team 6 at Team 2</a>	
Sunday, February 01, 2015	<a href="#">Team 3 at Team 6</a>	<a href="#">Team 2 at Team 7</a>	<a href="#">Team 5 at Team 1</a>	<a href="#">Team 8 at Team 4</a>	
Sunday, February 08, 2015	<a href="#">Team 2 at Team 8</a>	<a href="#">Team 6 at Team 1</a>	<a href="#">Team 7 at Team 4</a>	<a href="#">Team 5 at Team 3</a>	
Sunday, February 15, 2015	<a href="#">Team 8 at Team 6</a>	<a href="#">Team 5 at Team 7</a>	<a href="#">Team 4 at Team 3</a>	<a href="#">Team 1 at Team 2</a>	

**My Active Teams:** A member can access all teams on which he or she is a player for the current season. Teams 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.**  
Member can view active rosters and related information – roster details, facility information, rankings, and Request for Review.  
Team leader can also add players and add/remove designees. (To add players, see page 21 for instructions.)
- **Schedule & Lineup.**  
Member will be advised if he/she is in the lineup, access directions to facility hosting the dual meet, 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 23.
- **Team Tracking Sheet.** Team Leader/ Captain Only: monitor player movements.
- **Availability.** Members can provide their availability for each match of the season.
- **Communicate.** Members can communicate through message board or email.

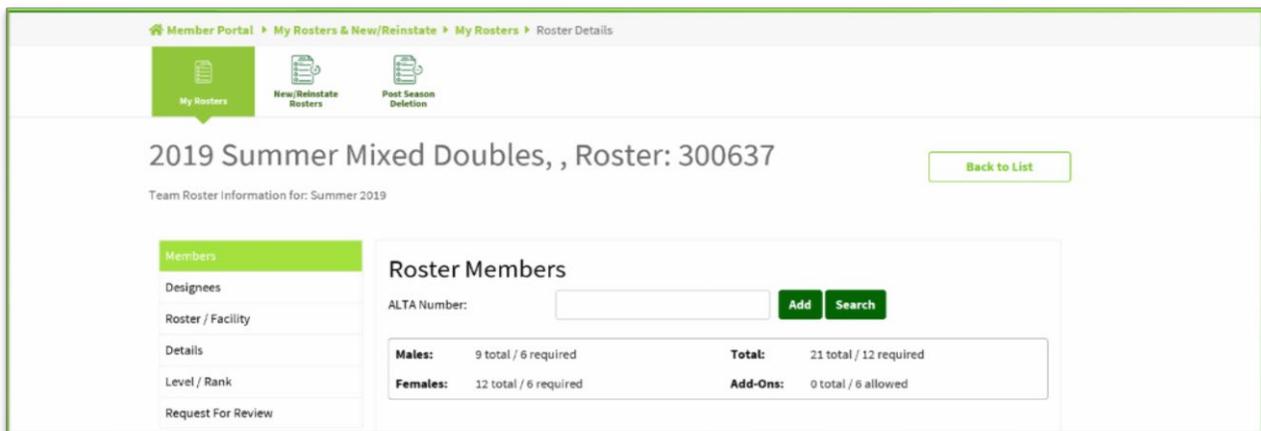
- **Division Standings.** Member can monitor the progress of teams within the division.
- **Scorecards.** Member can print scorecard, enter scorecard, or view scorecard.
- **Playoffs.** View playoff brackets and enter scorecards for playoff rounds & city finals.
- **Performance.** View team statistics.
- **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.
- All add-ons are eligible players when he/she is accepted in the system by midnight of the day before the scheduled dual meet.



Member Portal > My Rosters & New/Reinstate > My Rosters > Roster Details

My Rosters New/Reinstate Rosters Post Season Deletion

### 2019 Summer Mixed Doubles, , Roster: 300637

Team Roster Information for: Summer 2019

[Back to List](#)

Members

Designees

Roster / Facility

Details

Level / Rank

Request For Review

#### Roster Members

ALTA Number:  [Add](#) [Search](#)

<b>Males:</b>	9 total / 6 required	<b>Total:</b>	21 total / 12 required
<b>Females:</b>	12 total / 6 required	<b>Add-Ons:</b>	0 total / 6 allowed

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 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

**2019 Spring Senior Day Women B-1**  
Roster ID: 294907

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
<b>Email Players</b> Roster Member Info	3/12/2019 VS ROSWELL PARK (BOSTWICK) Avail: 0/20	3/19/2019 AT CRABAPPLE CHASE (DAYTON) Avail: 0/20	3/26/2019 VS LIFETIME TENNIS ATLANTA... Avail: 0/20	4/2/2019 AT PENHURST (TOSI) Avail: 0/20	4/9/2019 VS OLDE TOWNE (HARDIN) Avail: 0/20	4/16/2019 VS BRADSHAW FARM (MATTHEWS) Avail: 0/20	4/23/2019 AT WHITE COLUMN... Avail: 0/20
<b>MEMBER, MARLA</b> Player 101-329-736 lvtennis@hotmail.com (M) (404) 555-1111 (H) (404) 555-1234	Select...	Select...	Select...	Select...	Select...	Select...	Select...
<b>SWEETSPOT, KAREN</b> Captain 101-588-520 ksweetspot@snail.com (M) N/A (H) (404) 999-9999	Select...	Select...	Select...	Select...	Select...	Select...	Select...

- 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 team leader chooses to do so.
- If the team advances to playoff competition, then the availability page will update to include the post-season dual meet.

# SCHEDULE & LINEUP

Regular Season			
1	March 12, 2019 VS ROSWELL PARK (BOSTWICK, MARY)	Get Directions	LineUp not created   LineUp   Scorecard   2pts
2	March 19, 2019 AT CRABAPPLE CHASE (DAYTON, NANCY)	Get Directions	LineUp not created   LineUp   Scorecard   1pts
3	March 26, 2019 VS LIFETIME TENNIS ATLANTA (BRADY, KATHLEEN)	Get Directions	LineUp not created   LineUp   Scorecard   0pts
4	April 02, 2019 AT PENHURST (TOSI, MELODY)	Get Directions	LineUp not created   LineUp   Scorecard   0pts
5	April 09, 2019 VS OLDE TOWNE (HARDIN, ELIZABETH)	Get Directions	LineUp not created   LineUp   Scorecard   2pts
6	April 16, 2019 VS BRADSHAW FARM (MATTHEWS, FRIEDA)	Get Directions	LineUp not created   LineUp   Scorecard   2pts
7	April 23, 2019 AT WHITE COLUMNS G C (PUMA, PAT)	Get Directions	LineUp not created   LineUp   Scorecard   2pts

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

- Members can access directions, enter or view scorecards, and see their position in the lineup.
- Team Leaders will select lineup to draft a lineup.

# Draft Lineup

The screenshot shows the 'Draft Lineup' interface for the '2019 Spring Senior Day Women B-1' team. The breadcrumb trail is 'Member Portal > My Active Teams > Team Schedule & Lineup > Lineup'. The navigation bar includes icons for Dashboard, Roster, Schedule & Lineup (highlighted), Team Tracking Sheet, Availability, Communicate, Division Standings, Scorecards, Playoffs, Performance, Calendar, and Leader Preferences. The main heading is '2019 Spring Senior Day Women B-1' with a subtitle '2nd Week of Play (Mar 19) At. CRABAPPLE CHASE (DAYTON, NANCY)'. A 'Back to Schedule' button is in the top right. Below the heading, it says 'Lineup: Draft' and has a 'Check Lineup' button with an information icon. There is a checkbox for 'Assign food to bring to match'. The lineup table has two columns: 'Players' and 'Showup Time'. It lists three positions: 1D, 2D, and 3D. Each position has two 'Please Select...' dropdown menus and a 'Showup Time' field set to '03/19/2019 10:00 AM' for 1D and 2D, and '03/19/2019 11:00 AM' for 3D. A 'Comment:' field is at the bottom. At the bottom right, there are three buttons: 'Publish', 'Save Draft', and 'Cancel'.

Team Leaders can enter players for each position 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 movement and sandbagging 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 email sent to players.

## PLAYER MOVEMENT AND SANDBAGGING RULES

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**Points are lost when player movement and sandbagging rules are violated.**

(Refer to ALTA rules III. E. and F.)

- Movement and sandbagging rules only apply in the regular season.
  - Player movement rules apply to both individuals and pairs.
  - Sandbagging rule applies only to pairs.
  - Points won at the point of infraction and all points won below the point of infraction will be forfeited.
1. **Individual players may be moved** up or down two positions from their last legal position, provided this does not violate player movement rules for the pair or the sandbagging rule.
  2. **Pairs may be moved** up or down one position from their last legal position, provided this does not violate the sandbagging rule.
  3. **Sandbagging occurs when a winning pair is moved down, and a losing pair is moved up.**
    - This rule applies even if the pair has only played once.
    - Winning and losing are determined by the results of matches played to date. A pair that has won more times than it has lost is a winning pair. A pair that has lost more times than it has won is a losing pair. A pair that has won as many matches as it has lost has no winning or losing record. A pair that has not yet played together during the regular season has no record.

**Provisional Lineup: Contact your Flight Coordinator if you are unable to construct a legal line- up.**

- Must be approved by the league vice president.
- Allows players/pairs to move higher in the lineup than the movement rules described above.
- Is a onetime response to a situation beyond the captain's control; i.e., religious holidays, spring break, or a personal crisis.
- Players/pairs will not be tracked from the provisional lineup positions; the players/pairs will be tracked from the previous legal position played.

## **SCORECARD**

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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

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1. **Check your roster** to make sure all players are listed or use the scorecard's drop-down menu. Any player not in the drop-down menu is not on your team.
2. **Determine a lineup according to ALTA rules.** A lineup checker is now provided in Active Teams (See page 23). The rules are available on the ALTA website and in the Schedule Packet. See page 24 of this handbook for Player Movement Rules and Sandbagging. If you have questions regarding any rules, call or email your Flight Coordinator.
3. **Confirm with your players in the lineup** that they are available to play in the designated position.
4. **If you are the home team** for your dual meet, you need to do the following:
  - **Call 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 with the visiting captain and your Flight Coordinator. 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.
  - **Review the directions to your courts** which are listed at the bottom of your schedule and inform the captain of any change in those directions or 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 (hard courts, clay 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 may have for their comfort and convenience; for example, there is limited seating, so they should bring their own chairs.

## DURING THE DUAL MEET

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- 1. Each team must have a captain or acting captain present** at the beginning of every dual meet. Lineups for all positions must be exchanged simultaneously before the start of the dual meet; include full names as shown on the roster. (Players with legal name changes are required to update their profile in the ALTA System before the new name appears on the scorecard.)
- 2. Each of your players should be familiar with the Friend at Court which contains the ITF Rules of Tennis and The Code.** The publication is available on the ALTA web site.
- 3. Begin the 10 minute warmup.** A player is never denied a warmup even if that player arrives just before the default time expires.
- 4. Matches should start promptly** at the time specified in the ALTA Rules for each league.
- 5. If captains have agreed to begin the match with more than 2 courts, the start times for the subsequent lines are unchanged.** For example, you have agreed to use 3 courts and play lines 1, 2, and 3 at 9:30am. Line 4 is expected to arrive by 10:30am and line 5 is expected to arrive by 11:30am. The start time for line 5 is unchanged, unless captains agree to change line 5 to 10:30am.
- 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 a 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.**
  - A defaulted match must be the lowest position.
  - If the defaulted position is not the lowest position, then any points earned below the defaulted position will be forfeited.
  - To avoid defaults and forfeits, you may move a player who is in the lineup to a higher position as long as it is a legal move; or you may bring a new player onto the scorecard/lineup to play for the missing or injured player. You may never move a player who is in the original scorecard/lineup to a lower position.
  - A default of a line will also include electronic notification (email or text message) by a team captain/co-captain, with the electronic acknowledgement of receipt of the default message by the opposing captain/co-captain, which will constitute the line(s) to be designated as "Default" on the scorecard. A request by a team captain/co-captain to play early in order to avoid defaulting one or more lines will not 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.

**Excessive defaults.** The penalty(s) for excessive defaults is to prevent all members from returning as a team (team suspension) and the captain from serving as captain (captain suspension) the following season. The number of players allowed back as a team varies by league (returning team minus one). A returning team is considered to be half the number of players required for a team in any given league. For example, if a league requires 12 players minimum on a roster, a “returning team” would be 6 players. Therefore, in this example, only 5 players could return to a team. In the Mixed Doubles league, a returning team is defined as 3 men and 3 women. These penalties apply only to the league where the excessive defaults occurred.

Warning: There are occasions when the defaulting pair will finally arrive to 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. **Any disagreement during a match must be settled by the players on the court.** They may request a copy of the rules, but no one may intervene or assist in any other way.
  
8. **Coaching is NOT allowed** from anyone or at any time during the match, including breaks.
  - Receiving text or other electronic messages during a match is prohibited. Players should give their phones to teammates or spectators on the sidelines if they are expecting an important message or a call.
  - 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.
  - If a team feels their opponent is being coached, the captains should recognize the concern and work together to resolve the issue. It is the captain’s responsibility to control their players’ and spectators’ conduct.

**9. Cell phones, pagers, fitness trackers (e.g., Fitbits), smart watches, and other electronic devices.**

Electronic devices should be turned off during the entirety of the match, with the exception of using a cell phone for medical devices, such as continuous glucose meters and insulin pumps that function with cell phones. 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 such fitness tracker or smart watch 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.

**10. The 7 Point Tiebreak is played when the set score is tied 6-6.**

- The person whose turn it is to serve shall serve one point from the deuce court.
- The opponent shall then serve two points beginning from the ad court.
- Each player serves alternately for 2 consecutive points.
- After 6 points are played, the teams switch ends of the court.
- The first team to reach 7 points is declared the winner if the margin of victory is at least 2 points.
- After completing the tiebreak, teams will switch ends before the next set.
- The team that served the first point of the tie break will receive in the first game of the next set.

**11. The 10 Point Tiebreak may be played in lieu of a third set if all parties agree.**

- The decision to play a 10 point tiebreak in lieu of a 3rd set for any line may be made at any point prior to the start of the 3rd set during regular season play. (All players involved must agree.)
- **FOR THE SENIOR LEAGUES ONLY (Senior Mixed, Senior Men/Women, and Senior Day Women/Men):** During the regular season, a 10-point tiebreak shall be played to decide a split set match unless all players involved agree to play a full third set.
- This is not an option during Playoffs and City Finals, when full 3rd sets must be played in the event of splitting the first 2 sets. (Note: The President or League VP has authority to make an exception to allow the third set tiebreak to be used during Playoffs and City Finals.)
- Before the start of the tiebreak, there may be a 120 second break.
- The next team in serving rotation will serve first in the tiebreak.
- Each team may decide their serving order, just like for a new set.
- The first person serves 1 point from the deuce side.
- The second person serves 2 points starting from the ad side.
- At the conclusion of 6 points the pairs switch ends of the court and every 6 points after that time. (This is not the USTA Coman tiebreak.)
- The first pair to reach 10 by 2 will win the tiebreak and the point for their team.
- Play is continuous throughout the tiebreak.
- The tiebreak is to be recorded as 1 for the winner and 0 for the loser for the 3<sup>rd</sup> set scores; i.e., 6-2, 5-7, 1-0.

**12. Incomplete matches/scores** may be entered and saved.

**13. When wrong pairs play** by mistake the match stands as played. The card should be annotated. Normal tracking rules apply; track your pair as they are listed on your card. For example: The #1 home pair plays the #2 visiting pair and the #2 home pair plays the #1 visiting pair. When this card is entered online, each pair is recorded with the number of games they won. If both team's #1s won in 2 sets, they would each have 6, 6 and win listed by their names. The #2s would both have their game scores and loss listed by their names. Include an explanation in the comment box for the Flight Coordinator.

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

Exception for Senior Men and Senior Women: 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.

**15. 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 FlightCoordinator 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.B.
  - 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.
  - **Scorecards are final 10 days after the matches are completed.**

### 2019 Spring Senior Day Women, B-1, Division 2, Week 7

Scheduled Match Date: 4/23/2019

Match Was: Please Select...

Home: WHITE COLUMNS G C (PUMA)				Away: SPALDING LAKE (SULLIVAN)						
	1	2	3	Played on...	1	2	3			
1D	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	4/23/2019	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	1D <span style="border: 1px solid gray; padding: 2px;">▼</span>
	<span style="border: 1px solid gray; padding: 2px;">▼</span>							<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
	<span style="border: 1px solid gray; padding: 2px;">▼</span>							<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
2D	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	4/23/2019	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	2D <span style="border: 1px solid gray; padding: 2px;">▼</span>
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	<span style="border: 1px solid gray; padding: 2px;">▼</span>							<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
3D	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	4/23/2019	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">Select Result...</span>	3D <span style="border: 1px solid gray; padding: 2px;">▼</span>
	<span style="border: 1px solid gray; padding: 2px;">▼</span>							<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
	<span style="border: 1px solid gray; padding: 2px;">▼</span>							<span style="border: 1px solid gray; padding: 2px;">▼</span>	<span style="border: 1px solid gray; padding: 2px;">▼</span>	
<span style="border: 1px solid gray; padding: 2px;">TOTALS</span> <span style="border: 1px solid gray; padding: 2px;">0</span>										

Comments:

Characters left: 1000

Check to submit to opposing team for review

Save
Cancel

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. 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 accordingly.
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 and made any necessary adjustments, match results are available on the Tracking Sheet.
6. **If a dual meet is played in advance of the originally scheduled date** and it is early enough to alter the order of dual meets played, then player movement will be tracked according to the date the last position is played.

For example: The week 5 dual meet falls on a holiday, so the first four positions are played before the season starts. The last position is played between the week 2 and week 3 dual meet. Player movement will be tracked as if the week 5 dual meet was in fact week 3. Normal default rules will apply.
7. **If, due to inclement weather, matches have been postponed to a later date, then all player movements will be tracked from the originally scheduled date.** For example: Week 2 is rained out and must be postponed until the afternoon following the week 3 dual meet. Player movement is still tracked as week 2 even though week 3 was played prior to week 2.

# 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.

Home > Standings & Postseason > Division Standings
☰

## Division Standings

Back To List

2019 Winter Mixed Doubles, A-7, Division 1

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

e

#	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																	
3	HUDLOW T C (CHONG)	1	7	3	6	1	8	2	5	4	4	4	35	11.429								
4	ROCKDALE TENNIS CENTER (MARSHALL)	4	5	1	2	6	7	8	3	4	35	11.429										
6	TWIN LAKES (MUMFORD)	2	2	2	3	5	4	8	7	1	4	35	11.429									
7	WININGS ON THE CHATTAHOOCHEE (REHKOPF)	4	3	5	8	1	4	6	2	4	35	11.429										
1	DEKALB TENNIS CENTER (PEEPLER)	3	8	4	3	7	5	2	6	3	35	8.571										
2	GLENLAKE I (PARTIDO)	3	6	8	4	5	3	1	7	3	35	8.571										
8	WATERS EDGE (SERVER)	2	1	2	7	3	6	4	5	2	35	5.714										
5	THE PARKS OF STONECREST (KELLY)	1	4	7	6	2	1	3	8	1	35	2.857										

**Legend**

PTS Points Earned	Vs Team Played	C City Winner	F City Finalist
D Division Winner	R Division Runner Up	L Losing	B Bottom
W Worst	X Defaulted Out		

## COURT LIGHTING

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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 located in a 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 back 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 may not be rescheduled.**

## FACILITY BATHROOMS

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1. **Bathrooms with running water and flushable, functioning toilets are required.** Porta-potties are not acceptable.
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

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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 are 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 the 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

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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.
  
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 been 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

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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

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**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

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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 tentative** until all scorecards are received.
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 are still in progress at the scheduled time of your match** from your league or another ALTA league, 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 made for courts being unavailable because of uncompleted USTA matches or local tournament matches. If the home team's courts are unavailable for one of these reasons, ALTA Adult Rule IV.J will apply.
7. **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.
8. **All lineups must be approved by the flight coordinator.** Player movement rules do not apply to playoff or city final dual meets. Pairs will be placed in order of strength based on their win/loss record from the regular season.
  - Eligible players for playoffs and city finals must have been listed as a player on a scorecard at least two times during the regular season.
  - A value based on each player's win/loss record is calculated and posted to the tracking sheet.
  - For each line, add the values assigned to each player within the pair to determine the combined value.
  - The pair with the lower combined value must play higher in the lineup than pairs with a greater combined value.
  - If the combined values for two pairs are within two-tenths of a point, then those pairs are eligible to play in either order.

In the Senior Mixed League, all men are eligible for the men's doubles lines, and all women are eligible for the women's doubles line.

9. **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. If approval cannot be obtained, then the Captain must be aware that the unapproved lineup can be declared illegal if it does not meet the standards of an ALTA approved playoff lineup.

Once matches have begun, a player listed on the scorecard may be moved up but not moved down if needed to fill an absence. These changes must also meet the standards of an approved playoff lineup.

10. **A playoff dual meet is decided when one team wins 3 lines** in four or five line leagues; and when winning 2 lines in three line leagues. Once this occurs, the lines still playing may retire their matches, and the lines that have not started do not have to play. If lines have been played out of order (not an option in the 4 line Senior Leagues) or the playoff match was completed as a rain make up, see item 11 below for playoff default procedures.

#### **11. Playoff Default Procedures**

- Dual Meets Played Out of Order (Regular Adult Leagues only; Not 4 line Senior Leagues) and Matches Played Early – When lines are played out of order, the winning team CANNOT default above the 3 lines that won the match. The captain of the losing team SHOULD NOT concede unplayed lines until those players are courtside before their default time. For example, line 1 is playing in the final time slot by mutual agreement. One team wins at lines 2, 3 and 4 and line 5 is still on the court. The line 1 players listed on the card must be accounted for.
- Scheduled Playoff Matches Rained Out – Completed matches stand as played. Rained out matches can be made up individually under normal 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.
- Senior League matches must be played in reverse order beginning with lines 4 & 3, followed by line 2, then line 1. If a team defaults line 4, then lines 3 & 2 will begin play, followed by line 1. See Senior Leagues (4 lines) rule details.
- Extra courts during playoffs are allowed.

12. **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*.

**13. If a playoff dual meet ends in a 2-2 tie (NOT for the 4 line Senior Leagues):**

- The winner will be that team that has won the most sets over all matches/lines played. If both teams have won the same number of sets, then
- The winner will be that team that has won the most games over all matches/lines played. In the four line leagues, all defaulted lines will be scored 6-0, 6-0. If both teams have won the same number of games, then
- The players from the last completed match will play a 10 point tiebreak.

**14. See the Senior League (4 line league) specific rules for Senior League playoff matches ending in a 2-2 tie.**

**15. 10 Point Tiebreak.**

- The next team in the serving rotation whose turn it is to serve shall serve one point from the deuce court.
- The opponent shall then serve two points starting from the ad court.
- Play continues as each player serves alternately for 2 consecutive points.
- After 6 points are played, the teams switch ends of the court.
- The first team to reach 10 points is declared the winner if the margin of victory is at least 2 points.

## RELIGIOUS HOLIDAYS

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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

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**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 be 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

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## **Consequences for minor rules infractions are enforced as follows:**

- The first complaint to Flight Coordinator – The Flight Coordinator calls captain to give 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 particular 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 particular 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

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**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.A. Age Requirements.**

A **junior** player may be added to an adult roster only on or after his/her 18th birthday. Once on an Adult Leagues roster, the player may participate in the Junior Challenge Ladder but may not return to the Junior League.

A player is eligible for a **Senior League** if he/she will reach the required age within the current calendar year.

**Rule I.C. Match Court Priority.** In case of inclement weather on Saturday morning, men's league teams must wait one hour to determine if courts are playable. If courts are not playable, rain out rules apply. Teams may agree to wait longer if the delayed start of the dual meet will not impact the start of regularly scheduled Junior ALTA league matches. Rain make up matches or matches played early must take into consideration girl's league matches scheduled for 1:30 pm and boy's league matches scheduled for 3:30 pm. If a facility only has the use of limited courts for league play, men's teams should commence all dual meets no later than 10:00 am. If matches in progress are delayed by rain and resumed after one hour, juniors are required to wait until those matches are complete.

**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. College and High School Players.** If a player is required to play at the AA, A or B level and is determined to be on a team lower than that level during the season, the player will be declared ineligible from the start of the season and all affected points will be forfeited. Taking points for this must be confirmed by the league VP.

**Rule I.G. 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. Failure to act will result

in the member being left on the roster for the duration of the season. Once the season has ended, he/she has 30 days to request a Post Season Deletion. As long as the player has not been listed on any scorecard, the flight level for the team will be removed from the player's history. Go to *Players & Facilities>Rosters>Post Season Player Deletion*.

**Rule I.G.2 Eligible to add to roster.** A player may not be added to a team roster after the captains' meeting if the most recent final level associated with that player is higher than the team flight/level. In determining the player's level, play in multiple leagues is considered. The appropriate "search sequences" for specific leagues are shown in the roster information packet along with information on team placement.

*Question: Bill wants to be added to his neighborhood men's B-8 team. He has not played on a men's league team for over a year. However, he just played on a B-1 mixed doubles league team. Can he be added to the B-8 men's team now that the captains' meeting is over?*

*Answer: No, since Bill did not play in the men's league for over a year, the level associated with him is the level of his recent mixed doubles league team.*

**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.B. 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 III.E. Winning and Losing teams.** A winning team is a pair that when playing together, has won more than 50% of their matches; A losing team is a pair that when playing together, has won less than 50% of their matches. Therefore, a pair that has won 50% of their matches is not a winning or a losing team.

**Rule III.E. Sandbagging.** Example: A winning #1 pair is moved down while a losing #2 pair is moved up.

*Question: From what line does the forfeiture apply?*

*Answer: The point of infraction is considered to be line 1.*

**Rule IV.A. Tiebreaks.** The standard USTA 7 point tiebreak is used by all leagues anytime the game score reaches 6 – 6. In this tiebreak, teams change ends after every 6 points. All defaulted lines will be scored as a two set win, 6-0, 6-0. If teams are still tied after both sets and games have been compared, then the players from the last completed match will play a 10 point tiebreak.

ALTA does not utilize the Coman tiebreak.

In all ALTA adult Leagues, during regular season play, teams may elect to use a 10 point tiebreak in lieu of a third set. However, ALL players involved must agree to playing the tiebreak in lieu of the 3<sup>rd</sup> set. The 3<sup>rd</sup> set tiebreak option is not available during playoffs; matches will be the best of 3 FULL sets.

In the 4 line Senior Leagues, during playoffs and City Finals, if the dual meet ends in a two/two split, the winner of the dual meet will be determined by the players from the last completed match (last line on the courts) playing a 10 point tiebreak.

**Rule IV.E. The 20 minute default rule.** When a match is defaulted, it must be the lowest 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.*

*If a team has a full lineup but defaults a position below 1's because of unforeseen circumstances, the points below the defaulted point are scored as forfeits. If the team had indicated they were defaulting 5's but defaults a higher position due to unforeseen circumstances, the point defaulted is scored as a default as well as any positions indicated on the scorecard as not having players scheduled. All other points below the default are scored as forfeits.*

**Rule IV.G. 10 minute warmup.** We never deny a player a 10 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.E. Excessive defaults.** The penalty(s) for excessive defaults is to prevent all members from returning as a team (team suspension) and the captain from serving as captain (captain suspension) the following season. The number of players allowed back as a team varies by league (returning team minus one). A returning team is considered to be half the number of players required for a team in any given league. For example, if a league requires 12 players minimum on a roster, a “returning team” would be 6 players. Therefore, in this example, only 5 players could

return to a team. In the Mixed Doubles league, a returning team is defined as 3 men and 3 women. These penalties apply only to the league where the excessive defaults occurred.

**Rule V. E/F. 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.E. 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.

**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 can 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.J. Home Clay Courts are not available because they are/were frozen or have water on surface.** If the facility has hard, soft and/or indoor courts under one facility number, the home team can move the dual meet to the other approved courts available at the same facility.

If the home facility has a separate clay court facility number that applies only to the clay courts, Rule IV.J applies, “visiting team has the first option of providing courts”. If the visiting team cannot provide courts, then the home team must find courts within the same distance/ general area for the match. If neither team can supply courts, **Rule VI.B** applies as a rain delay. (9-2017)

**Rule VII.C. Playoff lineup approvals.** This rule also applies to City Finals. The Flight Coordinator must approve lineups in advance of playoff matches and City Finals matches.