



Welcome to the Fall 2019 season. It's time to start work on your roster so please read this entire packet carefully. It includes all the instructions you need, the key dates for the season and who to call if you have questions. If you are not planning on being the manager this season, please forward this packet to the new manager now and review the process with them to make sure they understand what they have to do. If you are returning as manager, you should still read the entire packet again. Get started now – don't wait until the last minute!

**The Fall Junior Leagues Roster Deadline is Friday, July 5.
The ALTA website will accept rosters starting on Monday, June 10.
2019 ALTA membership dues must be paid to be on a roster.**

- **Please visit the ALTA website, www.altatennis.org** for roster submission, important dates, league rules, age guidelines, manager's handbook, schedule packet and other various rules and regulations for Junior League play. Matches are played on Saturday, girls at 1:30pm and boys at 3:30pm. Junior dues are \$10 and players must be current to be added to a team. A player may only have one ALTA number. Any questions regarding a username, password or player ALTA number may be directed to the ALTA office 770-399-5788. Team managers should use their own ALTA number or obtain a volunteer number when submitting a roster. Please update your profile on the website and encourage your players (parents) to update their profile so we have current phone numbers and email addresses. An confirmation email will be sent to the email address on file when a player is added to a roster.
- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Whether submitting a new roster or reinstating a roster from a previous season, do not list a player on your roster who has not agreed to be on your team! Each year there are disappointed members not able to be on their desired team because they have been placed on a different roster without their (or their parents) agreement.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER July 10.** After the roster correction deadline on **July 10**, players cannot be removed from your roster. Players (or parents) must decide to be on or off the roster by this deadline.
- **DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE MANAGERS' MEETING.** If your team was moved downward during the leveling process, a potential player may no longer be legal to be added to your team. You should make sure that all players are on your roster before the roster correction deadline of **July 10** to ensure they are eligible to play on your team. Any questions/issues regarding this process should be directed to your Coordinator or Overall Coordinator as listed in your Schedule Packet.
- **TEAM PLACEMENT IS ALWAYS THE SUBJECT OF MANY QUESTIONS.** Your submitted roster, which includes player and team history, will determine the preliminary placement/level of your team. ALTA will also consider travel when placing your team. **We urge you to complete a Request for Review if there have been any changes to your team that will affect its strength, or if you have players with a year-end USTA Championship ranking or if your new ALTA team has previously played with the USTA program.** While we do not guarantee we will be able to honor your request, it will enable us to give specific attention to these considerations in the leveling process.
- **LOOKING FOR PLAYERS?** If you are looking for additional players, please post your team on the ALTA website under "Players & Facilities → Players & Teams → Teams Looking for Players". You can view players in your area looking for teams under "Players & Facilities → Players & Teams → Players Looking for Teams".
- **EXAMINE YOUR ROSTER!** Rosters are no longer mailed. If you make any changes, additions or deletions to your roster prior to the roster correction deadline, please view your roster online to ensure that all changes have been saved and print out a copy for your own records. **If a player's name is not listed, the player is not on your roster.**

Good luck, have fun and enjoy the season!

Rita Maloof
VP Junior Leagues
Phone: 770-399-5788, ext. 119
Email: junioryp@altatennis.org

IMPORTANT DATES

Monday June 10	Roster Registration Starts	The first day you can submit your roster on the ALTA website. You must have 8 paid members for your roster to be accepted.
Midnight Friday, July 5	Roster Registration Ends	The last day to get your roster submitted using the website. It will be very busy the last few days so please submit early.
Midnight Friday, July 10	Late Roster Submission	If you missed the online registration deadline of July 5 , you have until July 10 to enter a late roster online. There is a \$50.00 late fee.
Midnight Friday, July 10	Roster Correction Deadline	Corrections, additions, deletions, etc. will be accepted online until midnight July 10 . ALL players that <u>want to be on your roster</u> must be on the roster before this date. Players <u>not wanting to be on your roster</u> must be removed before this date.
Saturday August 17	WebEx Managers' Meeting	Complete packets and schedules can be downloaded from the ALTA website starting on Thursday, August 15 . Join our Managers' meeting to learn about Manager responsibilities and ask any questions. All New Managers should join us online.
Saturday September 7	Start of Junior Leagues Play	The fun begins!
Saturday October 19	End of Junior Leagues	The regular season ends!
Saturdays Oct 26 & Nov 2	Fall Playoff Rounds 1 and 2 (Rain dates 10/29 and 11/5)	City Finals locations and start times will be in your Manager's schedule packet.
Saturday November 2	1 st round of City Finals (Rain date 11/3)	
Saturday November 9	2 nd round of City Finals (Rain date 11/16)	

League Contacts

Position	Name	E-mail	Phone
Overall boys 10/12	Tammi Copelli	tammi.copelli@gmail.com	770-840-7209
Overall girls 10/12	Michelle Camay	camayma@gmail.com	678-641-6971
Overall boys 14/18	Jill de Vallette	devallette@comcast.net	404-431-4455
Overall girls 14/18	Peggy Stabile	pjstab@gmail.com	404-234-3312
Coordinators	various	see schedule packet	See schedule packet
VP Junior Leagues	Rita Maloof	junioryp@altatennis.org	770-399-5788, ext. 119

It is not the responsibility of the ALTA office staff to answer questions about specific leagues. They will be happy, however, to answer questions about ALTA memberships.

Remember, coordinators are volunteers. Not calling after 9pm will be most appreciated.

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

ALTA 300 Colonial Center Parkway, Suite 140 Roswell, GA 30076

JUNIOR LEAGUES AGE ELIGIBILITY – 2019

For the Fall:

Minimum age for Junior eligibility: A player must attain his/her 7th birthday during the calendar year in which he/she wishes to play.

10 & Under Age Group: No player may have reached his/her 11th birthday on or before May 31st following the Fall season which he/she wishes to play

12 & Under Age Group: No player may have reached his/her 13th birthday on or before May 31st following the Fall season which he/she wishes to play

14 & Under Age Group: No player may have reached his/her 15th birthday on or before May 31st following the Fall season which he/she wishes to play

18 & Under Age Group: No player may have reached his/her 19th birthday on or before December 31st in the year in which he/she wishes to play

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PLEASE CHECK THE PROFILE INFORMATION LISTED FOR YOUR ALTA NUMBER TO ENSURE WE HAVE ALL THE CORRECT PHONE NUMBERS, HOME ADDRESS, ETC FOR YOU.

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 any time 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. 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 Website 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 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 website by midnight the night before they play their first match.

ALTA JUNIOR LEAGUES – TEAM MANAGER’S WORKSHEET

This sheet is for your use in organizing your team information before submitting your roster.
DO NOT SEND THIS TO THE ALTA OFFICE.

1. League (circle one): Junior Boys Junior Girls
2. Manager’s Name _____ 5. Co-Manager’s Name _____
- Mgr. ALTA # _____ - _____ - _____ Co-mgr. ALTA # _____ - _____ - _____
3. Age Group of Team: _____ 6. Team Members – a minimum of 8 needed
 (10, 12, 14 or 18) Fill in names and ALTA numbers below
4. Facility Number: _____ - _____ - _____
- Facility Name: _____

Member’s ALTA Number	Team Member’s Name	Team Member’s E-Mail Address
	1)	
	2)	
	3)	
	4)	
	5)	
	6)	
	7)	
	8)	
	9)	
	10)	
	11)	
	12)	
	13)	
	14)	
	15)	
	16)	