



TO: All Summer 2019 ALTA Mixed Doubles League Captains
FROM: Kirsten Sykes, VP Mixed Doubles League
RE: 2019 Summer Season

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

The Summer 2019 Mixed Doubles Roster Deadline is Monday, April 8
The ALTA website will accept rosters starting on Monday, March 18

- **ONLY ADD PLAYERS WHO HAVE AGREED TO BE ON YOUR ROSTER.** Each season, captains add players without first getting their agreement to be on the roster. This is equally true for captains reinstating last season's roster. Do not list a player on your roster who has not agreed to be on your team! Each year, we have a number of disappointed members because they cannot get on the team on which they want to play since they have been placed on a different roster. Please, make sure that all of the players on your roster have agreed to play on your team.
- **PLAYERS CANNOT BE DELETED FROM YOUR ROSTER AFTER April 13.** After the roster correction deadline on April 13, players cannot be removed from your roster. This is very clear in ALTA General Rules Adult League section I.G.4. Each season, a number of captains leave players on the roster assuming they can be deleted after the captain's meeting. This is not the case. Tell your players this, and let them know that they must decide to be on or off the roster by this deadline.
- **DO NOT ASSUME YOU CAN ADD A PLAYER AFTER THE CAPTAINS' MEETING.** If you wait until after the captains' meeting to add a player, you are taking a risk! There is a possibility that your team will have to be moved down to level the flights, and the player may no longer be legal for your team. So, please make sure that all of your players are on your roster before the roster correction deadline on April 13. Please read ALTA General Rules Adult League section I.G.5 very carefully.
- **TEAM PLACEMENT IS ALWAYS THE SUBJECT OF MANY QUESTIONS.** Please read the attachment "LEAGUE INFORMATION FOR TEAM PLACEMENT" very carefully. The roster you submit (which includes recognition of the past season play of your team and players) will determine the preliminary placement of your team. However, other factors may impact the final level including ALTA's need to fill out various level/flights. You have the option of submitting a request for review if you believe you have a valid reason to be placed at a specific level.
- **LOOKING FOR PLAYERS?** If you are looking for additional players, please post your team on the ALTA website under "Players & Facilities/Players & Teams/Teams Looking for Players". You can view players in your area looking for teams under "Players & Facilities/Players & Teams/Players Looking for Teams".
- **EXAMINE YOUR ROSTER!** Rosters are no longer mailed. If you make any changes, additions or deletions to your roster prior to the roster correction deadline, please view your roster on line to ensure that all changes have been saved and print out a copy for your own records. **If a player's name is not listed, the player is not on your roster.**

Good luck, have fun, and enjoy the summer season!

Kirsten Sykes,
VP Mixed Doubles League
770-399-5788, ext. 122 (Office)
Email: mixedvp@altatennis.org

ALTA 300 Colonial Parkway, Suite 140 Roswell, GA 30076

IMPORTANT DATES

Monday March 18	Roster Registration Starts	The first day you can submit your roster on the ALTA website. You must have 12 paid members for your roster to be accepted.
Midnight Monday, April 8	Roster Registration Ends	The last day to get your roster submitted using the website. It will be very busy the last few days so please get it done early.
Midnight Saturday, April 13	Late Roster Submission	If you missed the online registration deadline of April 8th, you have until April 13 th , to enter a late roster on-line. There is a \$50.00 late fee.
Midnight Saturday, April 13	Roster Correction Deadline	You can make corrections (additions, deletions, etc.) on line until midnight on Saturday, April 13th. Make sure that ALL of the players that want to be on your roster are on it before this date. Make sure that any players who do not want to be on your roster are removed before this date.
Saturday, May 18	Captain's Meeting WEBINAR	The captain's meeting will be on line. The link to join the webinar, as well as the time, will be posted on the ALTA website. Complete packets and schedules can be downloaded from the ALTA website starting on May 16. There is no packet pick-up at the captain's meeting!
Saturday, June 1	Start of Summer League Play	The fun begins!
Saturday, July 13	End of Summer League	The regular season ends!
Saturday/Sunday, July 20 & July 21	Summer Playoff Rounds 1 and 2 (Rain dates July 21 & July 27)	City Finals locations and start times will be in your captain's schedule packet.
Saturday, July 27	AA City Finals and Round 3 A, B & C Playoffs (Rain date July 28)	
Saturday, August 3	A, B & C City Finals (Rain date August 4)	

HELP IS AVAILABLE, PLEASE E-MAIL OR CALL

Position	Name	E-mail	Phone
AA and A1 – A4 Level Teams	Cameron Turner	camturner1978@hotmail.com	678-231-0470
A5 – A8 Level Teams	Cameron Turner	camturner1978@hotmail.com	678-231-0470
B1 – B4 Level Teams	John Lowell	johnhlowell@gmail.com	770-235-8566
B5 – B8 Level Teams	Ellen Vicar	evicar@att.net	404-256-4028
C Level Teams	David Rowe	Rowed1970@gmail.com	404-966-1022
VP Mixed Doubles League	Kirsten Sykes	mixedvp@altatennis.org	770-399-5788, ext. 122

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

Captain's Checklist

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

Enter a Roster

From the ALTA Home Page, log in and go to **Players & Facilities > Rosters > New/Reinstate Roster**. Select the league in which you wish to play and then follow the instructions. If you do not have access to a computer with Internet access, computers are available at the ALTA office during normal working hours.

Make Changes to a Roster

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

1. Go to the ALTA home page, log in and select **Players & Facilities > Rosters > My Rosters or My ALTA > My Rosters**.
2. Select the Current Season's Roster to which you want to add players or make changes.
3. The Member tab will open displaying a list of all the members.
4. To add players, enter the member's ALTA number, then click the **Add** button or, if you do not know the membership number, search for the player you want to add to your roster. Select the player and they will be added to your roster. If you want to add multiple players, continue to click the **Add** button for each one and continue the process until you are done. To remove a player, click **Remove** to the left of their ALTA number.
5. You may also change your Facility (Roster/Facility tab, click Select button to the right of the Facility Name, fill in search criteria, click Search button, then click Select to the left of the Facility name/number); your requested level/flight and rankings (Level/Rank tab); Designees (Designees tab), etc. by selecting the appropriate tab.
6. **Save** the roster additions/changes and the payment screen will appear if the added players need to renew their memberships. In order to avoid this step, players need to pay for their memberships before you try and add them to your team. (See below**) Otherwise, you may pay by credit card to add these players to your team.
7. The *Roster Summary* page will appear (with your current season's Roster ID). Check it carefully and print it for your records. **NO HARD COPIES OF YOUR ROSTER WILL BE MAILED TO YOU.**

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

Log in and go to **Players & Facilities > Members** - and select one of the following: New Member/Renew My Membership/ Renew Membership/Renew Multiple Memberships to purchase new memberships or renew existing memberships.

1. Follow the prompts until the *Payment Processing* page appears. Follow the onscreen instructions for entering your credit card information and completing the payment.
2. Upon completion, print out the *Confirmation* page.

Instructions For Adding Players To Your Roster On the ALTA Web Site After the Captain's Meeting

1. Log in to the ALTA web site (www.altatennis.org) with your user name/password.
2. Place cursor on **Players and Facilities>Rosters>My Rosters or My ALTA > My Rosters**
3. Select your current season's roster
4. You will be taken to the *Members* page
5. Put in your add-on's ALTA membership number and click the **Add-on** button
6. Or search for a player by entering their first and last name, and clicking the **Search** button.
7. Select the correct member from the list which will appear
8. Repeat either Number 5 or Numbers 6 & 7 for each member you wish to add
9. Your add-on(s) name(s) will appear in the list of members
10. When you have finished adding members click the **Save** button
11. You will be asked to pay for any of your add-ons who are not paid members for the current year
12. You may either continue by filling in your credit card information and clicking submit (you will receive a *Payment Confirmation* page to print for your records), then clicking **Next >** and you will receive a *Roster Summary* page showing your add-ons and the date they were added. Print this summary page for your records
OR
13. If you do not wish to pay for the member(s), click the **<Prev** button, and click Remove to the left of the unpaid player's name, then click **Save** again. A *Roster Summary* page will appear showing your paid add-ons and the date they were added. Print this summary page for your records.

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

LEAGUE INFORMATION FOR TEAM PLACEMENT

To get an estimate of where your team might be placed, determine the value of each of the top players on your team. Find the average and round the result. Find the level in the chart associated with the result.

AA1 = 1	A1 = 5	B1 = 14	C1 = 23
AA2 = 2	A2 = 6	B2 = 15	C2 = 24
AA3 = 3	A3 = 7	B3 = 16	C3 = 25
AA4 = 4	A4 = 8	B4 = 17	C4 = 26
	A5 = 9	B5 = 18	C5 = 27
	A6 = 10	B6 = 19	C6 = 28
	A7 = 11	B7 = 20	C7 = 29
	A8 = 12	B8 = 21	C8 = 30
	A9 = 13	B9 = 22	

Team Placement is determined in the following ways: 1) the team's record from the most recent team history during the past 12 months; 2) the average of the top players on the team. **If this is a returning team, players identified as returning team members will be valued with the level/flight earned by that team in the past 12 months.** All other team members will be valued based on ALTA league history in the past 12 months according to the search order outlined for each league; 3) the number of teams submitted in a level.

Search Sequence order by League:

MEN'S LEAGUE

Use the average of the top 10 men.

- ❖ Searches Men (two seasons), Mixed Doubles (two seasons) and Senior Men.

SUNDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Sunday (two seasons), Thursday (two seasons), Mixed Doubles (two seasons) and Senior Women.

THURSDAY LEAGUE

Use the average of the top 10 women.

- ❖ Searches Thursday (two seasons), Sunday (two seasons), Mixed Doubles (two seasons) and Senior Women.

MIXED DOUBLES

Use the average of the top 5 men and top 5 women.

- ❖ Searches Mixed Doubles for players returning to their Mixed Doubles team.
- ❖ For players new to the team, the system searches: Men, Sunday / Thursday Women (two seasons), Mixed Doubles (for a rating from another Mixed team--two seasons), then Senior Men / Senior Women.
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR LEAGUES

SENIOR MIXED LEAGUE Use the average of the top 4 men and top 4 women.

- ❖ Searches Senior Mixed, Senior Men / Senior Women, Men / Sunday / Thursday Women (two seasons), Mixed Doubles (two seasons) then Senior Day Men / Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR WOMEN'S LEAGUE Use the average of the top 8 women.

- ❖ Searches Senior Women, Sunday / Thursday Women (two seasons), Senior Mixed, Mixed Doubles (two seasons) then Senior Day Women (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR MEN'S LEAGUE Use the average of the top 8 men.

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

SENIOR DAY WOMEN'S LEAGUE Use the average of the top 6 women.

- ❖ Searches Senior Day Women (two seasons), Senior Women, Senior Mixed, Sunday / Thursday Women (two seasons), then Mixed Doubles (two seasons).
- ❖ Player history in both the Sunday and Thursday leagues the same season will use the higher rating. If only showing in one league the most recent season, that rating will be used.

SENIOR DAY MEN'S LEAGUE Use the average of the top 6 men.

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

CAPTAIN'S WORKSHEET

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

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

Captain's ALTA Number ___ - ___ - ___

Captain's Name _____

Co-captain's ALTA Number ___ - ___ - ___

Co-captain's Name _____

Facility number

Facility Name _____

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

Requested Flight
(1 - 9)

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

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

Please continue additional team members on next page

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

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

IMPORTANT NOTES:
 Your team is considered to be a **returning team if six of the team members (for Mixed Doubles 3 men/3 women) were on the same team roster last season** (regardless of whether or not they actually played)!
 Remember, you must have the minimum number of players required for your league to submit a roster (see Adult Rules I.E.). To be included in roster submission, all players must have an ALTA number and be paid for the year in which the team will be playing. A new member may purchase an ALTA number by either (1) visiting our website (www.altatennis.org) and using Visa, Mastercard, or American Express, or (2) by coming to the ALTA office and submitting a new member card and \$25 (check or cash).

Number
Name

Handwriting practice lines. Each row consists of four horizontal lines: a solid top line, a dashed midline, a solid baseline, and a solid descender line. There are 20 such rows provided on the page.

AT COMPLETION OF ROSTER ENTRY,

YOU WILL RECEIVE A CONFIRMATION NUMBER. ENTER IT HERE:

Worksheet adults