



Welcome
Junior League ALTA
Team Managers

ALTA Pre-Season Managers
Meeting





Agenda

- Welcome
- Introductions
- General Information
- Team Manager Responsibilities
- Frequently Asked Questions
- Tools & Administration
- Questions and Answers





GENERAL INFORMATION





Junior League ALTA

- Seasons: Spring & Fall
- 4 Age Groups: 10U, 12U, 14U, 18U
 - Must be 7 or turn 7 during the calendar year
 - Can play juniors until the year he/she turn 19
- Matches: Saturday
 - Girls starting at 1:30
 - Boys starting at 3:30
- Lines per Match: 4
 - 1 singles, 1 doubles (strongest player @ 1S)
 - 2 singles, 2 doubles (weakest players @ 2D)
- Bonus Point Awarded to Winning Score



10 and Under

- Plays on Small Court
- Uses Orange Low Compression Balls
 - Reusable for entire season
- May choose to play with Jr racquets
- Plays 8 game pro-set
 - Plays a 7 point tie-breaker if game score reaches 8-8
- Monitoring Allowed
- Eligible to play 10U until turning 11
 - Cutoff dates: Spring - May 31 Fall - Nov 30
 - Example: July 4th Birthday. Plays Spring 10U, Plays 12U Fall



12 and Under

- Uses Green Dot (Stage 1) Balls
 - Home team opens 2 cans per match.
 - Balls are reused for 2nd time slot lines
- Plays 8 game pro-set
 - Plays 7 point tie-breaker if games reach 8-8
- No Monitoring Allowed
- Eligible to play 12U until turning 13
 - Cutoff dates: Spring - May 31 Fall - Nov 30
 - Example: Birthday is July 4. Plays Spring 12U, Ages up to 14U for Fall



14 and Under

- Uses Yellow USTA Approved Balls
 - Home team opens 2 cans per match
 - 2S and 2D reuse opened balls
- Plays 8 game pro-set
 - Plays 7 point tie-breaker if games reach 8-8
- Eligible to play 14U until turning 15
 - Cutoff dates: Spring - May 31 Fall - Nov 30
 - Example: Birthday is July 4. Plays Spring 14U, Ages up to 18U for Fall



18 and Under

- Uses Yellow USTA Approved Balls
 - Home team opens 4 cans per match.
 - Each Line uses new balls
- Plays 2 adult sets
 - If game score reaches 6-6, a 7 point tie-breaker is played
 - If sets are split a 10 point 3rd set tie-breaker is played
- Can play 18U until the year he/she turns 19

Example: Turns 18 July 4, 2015. Can play 18U Fall 2015. Moves to Adult ALTA leagues Jan 1, 2016
- Refer to 18U ALTA Documents (ALTA Website)
 - Formats and Score Conversions



Junior Levels

Less Skilled  More Skilled

10U – C5, C3, C1

12U – C5, C3, C1, B3

14U – C4, C3, C1, B1

18U – C1, B1, A1



Additional Resources

- ALTA Rules, Manager's Handbook
 - Available on line . . . answers most questions
 - Key items highlighted today
- Refer to the ALTA website – **www.altatennis.org**
 - Calendar and important dates, updates, other information
- Your coordinator and overall coordinator
 - Please limit calls to 9 AM to 9 PM
 - A complete list of coordinators can be found in the league schedule packet
 - The ALTA office cannot answer league specific questions



Sportsmanship

- Have fun, play with a positive attitude and make new friends
- If you play a team that exhibits great sportsmanship, let your coordinator know
- ALTA recognizes good sportsmanship in the leagues





ALTA Foundation L. Keith Wood Scholarship

- Four \$5,000 scholarships
- First-time college-bound Freshmen.
- Must be a legal resident of the State of Georgia
- Played for at least one year in the ALTA Junior Leagues or the ALTA Challenge Ladder.
- Can be nominated by a coach, director, Team Manager, or themselves and must have proof of college acceptance.
- Application @ www.altatennis.org
- Deadline for applying is May 1, 2017.
- Scholarships will be announced June 1, 2017.



TEAM MANAGER RESPONSIBILITIES



Manager Responsibilities

- Check your ALTA roster to make sure you have **ALL** your players listed!
- Reserve your courts for all home matches
- Read through the team manager's packet and handbook
- Read all the Junior League rules
- Call your coordinator if you still have questions after reading the rules
 - Please only call between 9 AM and 9 PM . . . coordinators are volunteers.



Before Your Match

- Call visiting captain 3-4 days in advance and discuss the following:
 - Court surface
 - Directions
 - Order of play
 - Number of courts
 - Confirm start times*
- * Both teams must notify the Coordinator of any changes in start times or scheduled match times.
- Matches can never be scheduled to be played late – only early





At the Match

- Exchange line-ups BEFORE play begins!
- Captains may agree to extend the default time; BUT be specific regarding the time period
- It is your responsibility to control your players' and spectators' conduct
- No cheering is allowed at Junior matches
- No alcohol is permitted at Junior matches
- Coaching is not allowed at any time. Players may ask for an explanation of rules and help with the 7 point tie-breaker



Following the Match

- Post Scores to the ALTA web site
 - Either team can post the scores
 - The other team can review and approve or dispute
- The division standings will be updated upon entry of the scorecard
- The coordinator will do a final approval and any revisions to the division standings will be posted



FREQUENTLY ASKED QUESTIONS



FAQ: Coaching/Cell Phones

- **Coaching is not** allowed at ALTA matches
 - Teammates, fans, coaches, spectators may not “coach” or give instructions to players by any means
 - Player – spectator communications should be in a language understood by all
 - Captains are responsible for team and spectator conduct
- **Cell phones** (and other electronic devices) are **not** allowed on the court
 - An audible disturbance will be considered an intentional hindrance



FAQ: Rain



- Matches should not be canceled prior to 12:30 for Girls and 2:30 for Boys.
- Exchange cell phone numbers
- Rain during matches- allow 60 minute wait period
- Matches must reschedule within 8 days. Default day is Monday at 5:00 p.m.
- If it rains on Monday, the default day, reschedule on a day to day basis
- Week 6- rained out matches must be made up within 5 days. The default day is Thursday at 5:00p.m. Reschedule on day to day basis.
- Week 7-rained out matches must be made up within 3 days. The default day is Tuesday at 5:00p.m. Reschedule on day to day basis
- Both teams must notify coordinator with the rescheduled time and date



FAQ: Rain - continued

- Uncompleted matches must be resumed by the same players. Be sure to note the game score and order of serve.
- Line ups for matches NOT started may be changed.
 - Normal player movement rules apply
 - Rain outs void prior announced defaults
- Once a make-up time, date and location are agreed to, they cannot be changed unless all parties agree.
- Rained out matches are tracked from the original scheduled date for player movement.



FAQ: Playing Matches Early

- Done for convenience of teams and players and with agreement
 - Match is tracked from the date the last position is completed
 - In case of rain at an early match time, the match reverts to the originally scheduled date - unless a new early date is agreed upon
 - Normal default and player movement rules apply
 - Early match play may help alleviate scheduling issues arising from holidays and school vacations



FAQ: Player Movement

- Individual player movement is tracked from the last match played.
- Managers must assign positions based on strength of players, i.e. 1 singles must be stronger than 2 singles.
- No Sandbagging. Moves you may **not** make:

1 Singles to 2 Doubles
or
2 Doubles to 1 Singles



FAQ: Defaults & Retirement

- The default time is **20 minutes** after the scheduled time of play.

Girls- 1:50 pm

Boys- 3:50 pm

- Always default from the lower position (2S or 2D)
- Teams with excessive defaults will be suspended.
- Players who retire will keep games earned



TOOLS & ADMINISTRATION



www.altatennis.org



- Mothership for ALTA information
- Must login with Manager id to access team information
- **MY ALTA**



Administration

- Profiles
- Designees
- Roster Additions
- Schedule
- Scorecards
- Posting Scores
- Tracking Sheets
- Division Standings
- Playoffs



Profiles

- **My ALTA > My Profile**
- E-mails serve a larger purpose today
 - Player confirmation when added to a roster
 - Captains can communicate with others through the ALTA system
 - Individual e-mail availability designated by *e-mail* notation
 - Captains and co-captains must have an e-mail address in profile
- Encourage your players to keep their profiles up to date



Designees

- **My ALTA > My Rosters > Designee**
- A person designated by the team captain
 - Helps “manage” team . . . same access as captain
 - Can be any current ALTA member(s)
 - Can be added or removed as needed
 - Can enter scorecards and view team tracking sheet
 - Can add eligible players to roster



Roster Additions

- **My ALTA > My Rosters**
- A total of 6 eligible players can be added to a roster during the regular season
 - Adds can start the day after the captain's meeting
 - Adds can be made up to the last regular match
 - Adds must be done using the ALTA web site
- A player must be added by midnight before the match to be eligible for that match
- Players must play two matches to be eligible for playoffs
- **SAVE** any roster adds and double check roster



Roster Additions - Eligibility

- Player must be a current paid member
- Player's assigned level must be at or below new team level
- Player may be added back to a prior season roster if
 - • •
 - The team was lowered exclusively for ALTA's needs
 - There was no request for review

Always save and print an amended roster

Instructions for adding players are included with the
Captain's Schedule Packet



Schedules

- **My ALTA > My Schedules**
- **Division Teams**
- **Weekly Schedules**
- **Manager Contact Information**
- **Facility Directions**
- **Blank Scorecard Printing**
- **Match Scorecards**



2010 Spring Junior Boys Schedule 14 & Under, B-3, Division 1

[View Facility Directions](#)

Team #	Facility	Manager / Co-Manager	Home Phone	Business Phone
1	GLEN ABBEY I	COLTURI, MICHELE email MALHOTRA, SUDHA email		
2	SEVEN OAKS	WHITE, KATHERINE MARTIN, DANA		
3	THE MANOR GOLF & COUNTRY CLUB	HARRELL, JOHN email HOFF, VIVIAN email		
4	W P JONES PARK	LIEMKEO, KIMBERLY email QUIGLEY, LYNNETTE email		

[Print Blank Scorecard](#)

Saturday, February 27, 2010	Team 3 at Team 1	Team 2 at Team 4		
Saturday, March 20, 2010	Team 2 at Team 3	Team 4 at Team 1		
Saturday, March 27, 2010	Team 1 at Team 2	Team 3 at Team 4		
Saturday, April 03, 2010	Team 3 at Team 2	Team 1 at Team 4		
Saturday, April 10, 2010	Team 4 at Team 3	Team 2 at Team 1		
Saturday, April 17, 2010	Team 1 at Team 3	Team 4 at Team 2		
Saturday, April 24, 2010	Team 3 BYE	Team 2 BYE	Team 1 BYE	Team 4 BYE

Coordinator:

KADEE BLAKE [email](#)

GLEN ABBEY I

3600 GREY ABBEY DRIVE ALPHARETTA 30022

GA 400; EXIT 9, RT ON HAYNES BRIDGE RD; 0.3M, LT ON NORTH POINT PKWY; 0.8M, RT ON KIMBALL BRIDGE RD; 1.5M, LT INTO ENTRANCE ON GREY ABBEY DR; 0.2M LEFT TO PARKING AND COURTS.

SEVEN OAKS

(770) 664-9421

12200 SEVEN OAKS PKY ALPHARETTA 30005

GA 400; EXIT 11, E ON WINDWARD PKWY; 3.6M, RT ON MCGINNIS FERRY RD; 2.0M, RT INTO ENTRANCE ON SEVEN OAKS PKWY; CTS PAST LAKE ON RT. *** I-285; EXIT 31, N ON PEACHTREE IND BLVD; 3.7M, BEAR LT OM HWY 141; 1.5M NORTH OF RT 120, LT ON MCGINNIS FERRY; 0.7M, RT ON MCGINNIS FERRY; LT INTO ENTRANCE ON SEVEN OAKS PKWY; CTS PAST LAKE ON RT.



Print Scorecards with Names

- To take a scorecard with printed names to the match
 - From the Schedule
 - Click the match, ie., Team 2 at Team 4
 - Fill in the names from the drop down boxes on your side of the card
 - Print the card to take to the match



Posting Match Scores

- **My ALTA > My Scorecards or ALTA “On The Go”**
- Enter dual meet results starting with date played
 - For matches played earlier than scheduled, use the date that the last position played
 - For weather-related delayed matches, use the scheduled date
- Enter names and results for each position
- Make comments as appropriate for the coordinator’s information
- Contact the coordinator if any disputes need to be discussed



Posting Match Scores

- Either team can enter the scorecard
- Scorecards must be entered within 24 hours of the match and approved by the opposing captain within 48 hours of the match
- If approval is not indicated within that time frame, the card will automatically be approved by the system
- An auto approved scorecard cannot be changed after it is submitted

2010 Spring Junior Girls, 14 and Under, C-3, Division 5, Week 1

Scheduled Match Date: 3/13/2010

Date Played:

Match Was... ▼

Home: HANARRY WEST (LEVENGOOD)

Away: NORTH FORKE (HARPER)

	1	sets	1	
1S	Win <input type="text" value="9"/> ▼		3 <input type="text" value="3"/> ▼	Loss <input type="text" value="15"/> ▼
	<input type="text" value="HAYLEY ANDERSON"/> ▼			<input type="text" value="KAYLA FARHY"/> ▼
2S	Loss <input type="text" value="5"/> ▼		9 <input type="text" value="9"/> ▼	Win <input type="text" value="25"/> ▼
	<input type="text" value="CASSIDY CARSWELL"/> ▼			<input type="text" value="EMILY GUNTER"/> ▼
1D	Win <input type="text" value="9"/> ▼		2 <input type="text" value="2"/> ▼	Loss <input type="text" value="10"/> ▼
	<input type="text" value="BRYN LEVENGOOD"/> ▼			<input type="text" value="ANSLEY HARPER"/> ▼
	<input type="text" value="PEYTON LYNCH"/> ▼			<input type="text" value="MOLLY LEGG"/> ▼
2D	Win <input type="text" value="9"/> ▼		7 <input type="text" value="7"/> ▼	Loss <input type="text" value="20"/> ▼
	<input type="text" value="SOPHIA MAGILL"/> ▼			<input type="text" value="MORGAN MAYFIELD"/> ▼
	<input type="text" value="SYDNEY PARTLOW"/> ▼			<input type="text" value="OLIVIA MCWILLIAMS"/> ▼

32 TOTALS 21

Comments:

- KAYLA FARHY
- EMILY GUNTER
- ANSLEY HARPER
- MOLLY LEGG
- MORGAN MAYFIELD
- OLIVIA MCWILLIAMS**
- MADELYN RUTHERFORD
- SYDNEY SHEHAN
- Player not on Roster

Save

Cancel



Tracking Sheets

- **My ALTA > My Rosters**
- Manager is unable to view Tracking Sheet until the first scores are entered
- Manager, Co-Manager, Roster Creator and designee are the only ones who can view their team tracking sheet
- Used to view player movement

Tracking Sheet

Roster 147596, ALBERTA BANKS PARK (GILLESPIE)

2010 Spring Junior Boys, 14 and Under, C-3, Division 1

[Print this Tracking Sheet](#)

Manager STEPHANIE GILLESPIE, 102-938-362 Home: , Work:

Co-Manager BETSY KISER, 103-063-890 Home: , Work:

Player	Wk 1 3/13	Wk 2 3/20	Wk 3 3/27	Wk 4 3/6	Wk 5 4/10	Wk 6 4/17	Wk 7 4/24	Val	Rnd 1 4/30	Rnd 2 5/8	Rnd 3	Fi 5/
BOOTH, MATT			1S W 9		1S W 9	1S W 9	1S W 9	1.000	1S W 9	1S W 9		1S
BROWN, DAVIS	1S L 3		2S L 4	1D W 9	2S L 3		2D W 9	2.700	1D W 9	1D W 9		1D
CARTER, JACKSON 3/5/2010		1D W 9		2D W 9	2D W 9			3.667				
DAVIS, JACKSON		2S W 9	1D W 9				2D W 9	3.000	2D W 9	2D L 5		2D
FOX, JACKSON 3/5/2010	1D L 4				2D W 9	1D W 9		3.500				
GILLESPIE, PAXTON	1D L 4		1D W 9	2S L 6			1D W 9	3.000	2D W 9	2D L 5		2D
HOKAYEM, DAVID					1D W 9	1D W 9		3.000	1D W 9			
HUGHS, STEPHEN 3/5/2010	2D W 9	2D L 1				2D W 9		4.167				
JACKSON, JAMES 3/5/2010	2D W 9		2D L 5			2D W 9		4.167				
KISER, JEFFERY		1S W 9		1S W 9	1D W 9	2S WD 9	2S W 9	1.800		1D W 9		1D
SMITH, DAWSON		2D L 1	2D L 5	2D W 9				4.333				
WILLIAMS, REAGAN	2S L 0	1D W 9		1D W 9			1D W 9	2.875	2S W 9	2S L 4		2S



Division Standings

- **My ALTA > My Standings**
 - Displays **Standings** for the roster on which you are currently playing
- **Players & Facilities > Division Standings**
 - Displays Division standings for any level and division
 - Enter search criteria for the level/divisions of team
 - Division standings are preliminary when a scorecard is entered and finalized upon Coordinator review



Division Standings:

2010 Spring Junior Girls, 14, C-4, Division 1

Team #	Roster	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Pts	Pts Possible	%	Final Rank	Div. Code	City Code	Final LF
		Pts	Vs.	Pts	Vs.	Pts	Vs.	Pts	Vs.	Pts	Vs.	Pts	Vs.	Pts	Vs.							
8	SWEETWATER T C (KAY)	33	6	0	5	20	7	20	4	0	2	0	1	0	3	73	252	28.968				
6	LESLIE BEACH (WESTBROOK)	19	8	18	2	0	4	0	7	0	5	0	3	30	1	67	252	26.587				
2	CAMDEN POINTE (STOWELL)	23	3	18	6	0	1	0	5	0	8	0	4	0	7	41	252	16.270				
7	SEWELL PARK (BHAGWANDAS)	0	4	0	1	28	8	0	6	0	3	0	5	0	2	28	252	11.111				
4	HAMPTON HALL/DEK (LANGMAN)	0	7	0	3	0	6	27	8	0	1	0	2	0	5	27	252	10.714				
3	CHASTAIN (DOHERTY)	26	2	0	4	0	5	0	1	0	7	0	6	0	8	26	252	10.317				
1	ADAMS PARK/COB (COLLINS)	0	5	0	7	0	2	0	3	0	4	0	8	23	6	23	252	9.127				
5	HARRISON T C (BRYER)	0	1	0	8	0	3	0	2	0	6	0	7	0	4	0	252	0.000				

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Playoffs

- **My ALTA > My Playoffs** **or**
- **Leagues and Tournaments > Playoffs**
- Fill in fields, click on search then click select
- This is where scorecards are entered during playoffs
- The draw sheet is automatically updated after Coordinator approval



m.altatennis.org

- ALTA “ON THE GO”
- Mobile version for smart phone or tablet
- Not an “app” . . . nothing to download
- Simplified (touch screen) navigation
- Same user name and password
- Focused on active rosters . . . most used functions

ALTA
— ON THE GO —

User Name

Password

Forgot your password?

LOGIN

Switch to Full Site

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<https://www.facebook.com/AtlantaLawnTennisAssociation>

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