

# JUNIOR LEAGUE TEAM MANAGER'S HANDBOOK

REVISED EDITION  
Fall 2008

This Team Manager's Handbook is presented as an aid to first-time as well as experienced Team Managers. In the event that information in the handbook conflicts with the ALTA Junior Rules, the most recent edition of ALTA Junior Rules applies.

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## ALTA HISTORY

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The Atlanta Lawn Tennis Association (ALTA) was first registered with the United States Lawn Tennis Association (the USTA today) in 1934 by a group of local tennis enthusiasts wanting to promote tournaments and raise money to support junior tennis.

Tennis activity during that time centered on play in the city-maintained parks at Piedmont, Grant, Candler, Peters, Oakland City and West End. A few clubs, such as the Northside Tennis Club at Juniper and Ponce de Leon, the Kennolia Tennis Club on Kennolia Drive, West End Club on Donnelley Avenue, and the Atlanta Tennis Club at Argonne and Ponce de Leon also offered tennis facilities to the public.

From the time of its formation until 1971, ALTA had about fifty members whose primary interest was grass roots, junior tennis and tournament promotion. League play as we know it today did not exist anywhere. In 1970, Charlie Cox was elected President of ALTA and hit upon the concept of league play as a way to attract new members in order to have the volunteers necessary to bring major tournaments to Atlanta. Since league play was begun in 1971 with a membership of 900, the organization has grown to approximately 80,000 adult and junior members and year-round league play. ALTA promotes seven tournaments a year and encourages junior development through the Junior Challenge Ladder. The ALTA Foundation was set up as the charitable arm of ALTA and Net News, the organization's magazine, is published six times a year to reach out to our members. In 1995, ALTA bought its own building: 6849 Peachtree-Dunwoody Road, Building A1, Atlanta, Georgia 30328-1610, where we continue to work and grow the largest recreational tennis league in the world.

## PREPARATION OF YOUR ROSTER

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1. Personally contact each player and his/her parents about joining your team. DO NOT assume that players want to be on your team. Make sure you confirm their intentions. ALTA is not responsible for a player being placed on a roster without his/her permission.
2. When receiving a commitment from a player about joining your team, be sure you have his/her correct ALTA membership number. (You can use the ALTA Member Search function to obtain a player's membership number.) All rosters must be submitted through the ALTA web site ([www.altatennis.org](http://www.altatennis.org)). ALTA is not responsible for any incorrect information.
3. There is no maximum number of players you may have on your roster; however, two or more players above the minimum are recommended. Be sure you have enough players available each week of league play to avoid excessive defaults, which will cause penalties for you and your teammates.
4. If you have not been a manager or co-manager before, and you don't have a personal ALTA number, you must first obtain a volunteer number. This number may be obtained on the ALTA web site or by calling the ALTA office at 770-399-5788. Do not use the same number as your previous team manager.
5. Each player must be a paid ALTA member prior to being placed on a roster or added to a team. ALTA Junior memberships may be purchased on the ALTA website at [www.altatennis.org](http://www.altatennis.org) . **Receiving an ALTA membership number DOES NOT automatically place a player on a team. The Team Manager MUST include the player on the original roster or add the player at a later date in accordance with the Junior League Rules.** Players are prohibited from obtaining multiple membership numbers. Players must update their personal information as a part of keeping that number current. (This information is used for all correspondence to ALTA members including the organization's news magazine, Net News.) To obtain a number a person **must**:
  - Purchase an ALTA membership over the Internet with a credit card, or download the membership form from the member services section of the website ([www.altatennis.org](http://www.altatennis.org)) and either mail or bring it to the ALTA office with payment.
  - Annual dues for the current calendar year MUST be paid before a player may be placed on an original roster or added to a roster at a later date. There are no exceptions to this rule.
  - If the ALTA membership application is taken to the ALTA office, or purchased on the web site, a membership number is assigned immediately. If dues are sent by mail, the ALTA office will issue a number upon receipt of dues and membership application. The ALTA number will be able to be viewed online when it has been assigned. It takes six to eight weeks for the permanent membership card to be mailed to the player. **WATCH ROSTER DEADLINES TO DETERMINE THE BEST WAY TO OBTAIN AN ALTA NUMBER. THE ALTA OFFICE ONLY ISSUES MEMBERSHIP NUMBERS AND COLLECTS ANNUAL FEES. THE ALTA OFFICE DOES NOT ADD PLAYERS TO A TEAM. THE CAPTAIN MUST ADD PLAYERS TO THE TEAM VIA THE ALTA WEB SITE.**
6. Team placement is the subject of one of our most frequently asked questions. Each player on your roster brings forward an adjusted level of play based on the previous season's results. A player may verify his/her final level on the ALTA website under: **Member Services/Member Information/Search Player History (final level)**. The ALTA computer averages the scores of the 8 highest scored players to determine team level. Team managers are encouraged to submit the Request for Review form if the team (a) has added or deleted players from the

previous season which may affect the strength of the team, (b) has any team members who have a USTA state ranking, or (c) are new to ALTA but have previous experience in tennis league play. The information on this form will be used by the coordinator in considering team placement for the season. ALTA considers a player to be ranked if the player has a **Year End Championship Ranking**. Teams with ranked players may be placed at the highest level within their age group. Travel considerations are a factor in team placement. The final level of any team is not determined until final placement is completed just before the Captains meeting.

7. If your facility does not have a facility number, you need to complete the New Facility Request form on the web site to request your facility be inspected for approval. This process may take up to 30 days to complete. Your roster will not be accepted without this number. Please note that if a facility has not been used in 2 years, a new form will need to be submitted. If your facility is not located in Clayton, Cobb, Dekalb, Fulton or Gwinnett County, please use the Facility Annexation Form on the web site instead of the New Facility Form.
8. To submit a roster, go to the ALTA home page, under *Member Services*. Select Rosters and the *Member Services – Rosters* menu will appear. Select *Enter a New Roster*. The *Create a New Roster* page will appear. Select your league from the drop-list. Click *Continue*. The *New Roster Entry* page will appear. Complete all of the boxes, including Manager, Co-Manager, facility number, requested flight, requested level and scorekeeper preference. Asterisks indicate required fields. You will also be required to select one of the options in the box *Advanced Players*. Click on the box that applies; if none of the options apply to your team, select **NONE**. **You will not be able to save your roster unless one of the options has been selected. Next, add members using the box and instructions near the bottom of the page.** Once you have entered the membership numbers for ALL the players you wish to be on your roster (must at least meet the minimum required for your league) and made all corrections, click **SAVE ROSTER** located at the bottom of the page. **Failure to complete this step will mean that your roster has not been filed and your team will be ineligible for play.** The **SAVE ROSTER** button will not be enabled until you have completed the roster correctly. The *Roster Entry Summary Page* will appear with your new CONFIRMATION NUMBER. Check it carefully. Print a copy of this confirmation for your records. When you submit your roster, you should check it very carefully on the screen to make sure that it contains the correct information. (For example, if you reinstate a roster, check to ensure that you have deleted the players who do not want to stay on your team.) Once you have done this, save your roster, print out a copy of the roster for your records or click to have a copy e-mailed to you; this is your record of having submitted a roster. You will also need your confirmation number to make any changes to your roster.
9. Within three (3) business days after you entered your roster, you will receive a printed copy in the mail showing what you submitted via the ALTA web site. It is important that this preliminary roster is checked very carefully to see if there are ANY errors. If you do not receive a copy of your roster within 3 business days, call the ALTA office and a copy will be sent to you. Be sure to have your CONFIRMATION NUMBER on hand since the rosters are filed according to that number. If you find an error on the roster, you have up to five (5) days (not business days, but ACTUAL days) after roster deadline to go to the ALTA website and make corrections. You may now view and print the corrected roster online; however, a new roster reflecting the changes you made will not be mailed to you.
10. Remember, one of your responsibilities as team manager is to be sure you have entered your roster correctly. If your team has been organized by a tennis placement service or your facility organizes the team, be aware that it is the responsibility of the team manager to check for accuracy of the roster and to make sure any changes have been made correctly. If you do not

check for errors and the correction deadline has passed, **THE ROSTER WILL STAND AS SUBMITTED!**

11. In order for roster additions and deletions to become effective, you must press the **SAVE** button. It is also a good idea to print out a copy of the confirmation page and review it as a way of determining you agree with the actions taken by the ALTA computer system.
12. By reading the information carefully, and following the directions provided on the ALTA web site, you should have no trouble entering your roster.

## ALTA WEBSITE

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In August 2002 ALTA completed a year-long project of developing a powerful and more functional computer system, ALTA Enterprise Tennis System. As a part of this system, the ALTA website ([www.altatennis.org](http://www.altatennis.org)) was redesigned to make it more user friendly and allow ALTA team managers and individual members to access more information and complete more tasks online.

To ensure enhanced security within the system, many of the functions require the use of a password. This password is the individual's month, day, and year of birth (mmddyyyy) and must be entered into the ALTA system by authorized members of the ALTA staff. If you have not yet set up your ALTA password, please contact the ALTA office at 770-399-5788.

To access the ALTA Enterprise System, go to [www.altatennis.org](http://www.altatennis.org) and click on Member Services. Once you have selected a specific task, click on "Go" and you will be taken to that specific function. Then, follow the instructions to complete the task.

### **Member Services-Memberships:**

**Renew Membership - Allows** members or managers to renew a member ship or groups of memberships with a credit card. A membership number is required for each renewal.

**Purchase New Memberships** – Allows a person who has never been a member of ALTA to purchase a membership with a credit card.

**Purchase Replacement Card** – Allows members to purchase a replacement ALTA membership card.

**ALTA Member Search** – Managers or members who wish to locate a membership number, a member's address, dues status, or the facility out of which they last played should use this function.

### **Member Services- Member Information**

**Update Member Information** – Members may update personal information but may only access this function if the member has a personal password.

**Search Player History** – Displays the teams and levels on which the player was listed on the roster.

### **Member Services - Rosters:**

Before you begin your roster submission, please be sure to have all information – correct member numbers, facility number, etc. – on hand. There is a "Team Manager's Worksheet" (a copy appears on page 11) in the roster packet that should be completed before attempting to enter a roster. This will make roster submission much easier. Detailed information on roster submission can be found in the **Roster Preparation** section (page 5-7). If at any time you make a mistake or are confused as to the next step, terminate the session, gather information, and start the process again.

**Whenever entering rosters, making changes to a roster, adding players to a roster;**

- o **press the save button,**
- o **print out and save a copy of the confirmation,**
- o **complete the process and**
- o **if not sure, use your Manager and Confirmation Number to confirm your submission to the ALTA web site.**

**Enter a New Roster** - Allows a team manager to build a roster for a team and to submit the roster online. Please note that if you have 5 players from a previous roster, then you will be considered a returning team.

**Select Members from a Previous Season/Year** - Allows a team manager to access a roster of a team from a previous season and choose players from that roster as he/she builds a roster for the coming season.

**Make Changes to a Roster** - Once a roster has been submitted and a confirmation number has been received, use this function to make changes to a roster up through the final day on which roster alterations are allowed.

**Add Members to a Roster** - Use this function to add a maximum of six (6) qualified players to a roster after the Manager's Meeting through the last match of the season. Please note, add-ons are not a substitute for entering a complete roster. All additions to the roster must be paid members and must be age eligible. To be added after the roster correction deadline, a player must not be on another roster. If the player has a final level higher than the team they wish to join, the Vice President of the Junior League will review player history and make recommendations on a case by case basis. If you leave a current player off your roster, there is a possibility that you may not be able to add him or her after the roster correction deadline.

**Roster Print View** - Allows managers to view rosters and to pay for all unpaid members before the roster is submitted.

#### Member Services - Facilities:

**Team Winning Percentage** - Allows members to access specific facilities and view teams, their levels and their records over the previous two years.

**Search for Teams by Facility** - Allows members to view the various teams that are playing out of a particular facility during a specified season.

**Facility Information/Directions** — Allows member to search by either name or facility number for directions on file with ALTA to a specific facility.

#### Member Services - Tournaments:

**Register for ALTA Tournaments** - Allows members to submit an application form and entry fee for specific ALTA-sponsored tournaments.

**ALTA Tournament Schedule** - Provides the tournament dates for all ALTA-sponsored tournaments during a calendar year.

#### Member Services - Other Services:

**Weekly Division Standings** - Allows members to access win/loss records of teams in a particular league, level, flight and division. These records are updated on a weekly basis by coordinators as scorecards are received from the captains.

**Players Looking for Teams** - A matching service for players searching for an ALTA team on which to play.

**Teams Looking for Players** - A matching service for captains searching for players for a specific team and level.

**Member Services – Coordinator Login, Vice Presidents Login:**

This is a special section that can be accessed only through passwords by ALTA officers and designated coordinators.

Each of the above functions includes detailed directions as to how to access and use them. Please follow these directions carefully so that you can make the best possible use of the ALTA web site.

**ALTA JUNIOR LEAGUE  
TEAM MANAGER'S WORKSHEET – FOR THE Web Site**

**This sheet is for your use in organizing your team information  
before calling your roster in through the Web Site.  
DO NOT SEND IT TO THE ALTA OFFICE.**

1. League: Junior Boys – 05  
Junior Girls – 06

2. Manager's Junior ALTA  
Manager Number:  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

5. Co-Manager's Junior ALTA  
Manager Number:  
\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Age Group of Team: \_\_\_\_\_  
(10, 12, 14 or 18)

6. Team Members – a minimum  
of 8 needed – Fill in names  
and ALTA numbers below

4. Facility Number: \_\_\_\_\_

7. Is the Team Manager willing to be a scorekeeper? Yes \_\_\_ No \_\_\_

8. Is the Team Co-Manager willing to be a scorekeeper? Yes \_\_\_ No \_\_\_

Team Member's ALTA Number	Team Member's Name
	1)
	2)
	3)
	4)
	5)
	6)
	7)
	8)
	9)
	10)
	11)
	12)
	13)
	14)
	15)

## MANAGER RESPONSIBILITIES

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The Team Manager listed on the travel schedule can be the ONLY contact for match scheduling. NO rotating team managers can be used for scheduling the matches and only knowledgeable parents should be in charge of a dual meet. The managers listed on the travel schedule must be accessible to all teams in the division and to the Coordinator.

### **Prior to the Season:**

Download and print the Schedule Packet- Junior Boys/Girls and your team schedule from the ALTA website. This packet contains the ALTA Calendar, Junior League Rules, instructions for adding players to your team, and other information which will help you in managing your team during the season.

Provide your players and their parents with a copy of the ALTA Junior League Rules and the Junior League Calendar to ensure player availability throughout the season including playoffs and City Finals.

Good additional sources of information are the Net News, the USTA publication Friend at Court, and the ALTA website ([www.altatennis.org](http://www.altatennis.org)).

Review your season schedule. If you are aware of any weeks in which you will not be able to field all positions, contact your opponent to see if you can play any or all positions early. Remember – **YOU CAN ALWAYS PLAY EARLIER THAN THE SCHEDULED DATE, BUT NEVER LATER!** If you are scheduled as the home team and require an accommodation, you may offer to travel to the opponent's facility. This may make it easier for them to accommodate your request to play early.

If you receive a phone call from your opponent asking to play some or all positions earlier than the scheduled date, please use every means at your disposal to accommodate that request. Our goal is to have these children play tennis!

Organization is paramount to running a team efficiently and effectively. Organize your team packet into a folder. Since scorecards are now downloaded from the ALTA website, you must **place your scorecards in an envelope for safe mailing**. Address the envelopes to your Coordinator before the season begins. His/her name and address are at the bottom of your travel schedule. Place the match number on the scorecards now – even if the match is played early or if it is rained out, the match number remains the same.

Make sure your facility's restrooms are accessible and in working order.

Discuss good sportsmanship and court conduct with your players and spectators. Expect the best and you will get it!

**Reserve the courts at your facility for all home matches.** This will avoid conflict with adult teams requiring courts for rain make up matches. Regularly scheduled Junior League matches take precedence over all league rain make up matches or matches played early.

### **During the Season:**

If you are the "Home" team for your dual meet, you must do the following before your match:

- Confirm playing position and arrival time with the players in your line up

- Call the opposing team manager at least four (4) days before the date of the match. Discuss the following:
  - Order of Play – According to ALTA rules (III.B.), team managers must agree upon the order of play. If no agreement can be reached, the default order of play is 1 Singles and 1 Doubles, followed by 2 Singles and 2 Doubles.
  - Directions to Your Facility – Review the official ALTA directions on the back of the travel schedule. If necessary, discuss a more direct route from their facility.
  - Court Surface – Inform the visitor regarding court surface at your facility.
  - Spectator Seating – Let the visiting team manager know if you have ample seating for the spectators or if they should bring lawn chairs.
  - Phone Contact – Exchange cell phone numbers with your opponents and parents of your players so that you can contact each other in the event of any circumstance which might delay your arrival.

Refreshments are responsibility of the home team.

The home team is responsible for providing **two unopened cans of USTA approved tennis balls**. The home team must provide extra balls if more than two courts are used. The Home team retains the balls after the match.

If you are the visiting team and you have not heard from the home team, call the opposing team manager. Do not wait until the night before the match to establish contact.

If your opponent has a special request, try to accommodate them. You do not know when you will be in the same position.

Treat your opponents as you would like to be treated! Make them welcome at your facility. If your team wins, do so graciously. A loss should be viewed as a “learning experience”. The players and spectators will follow your lead.

### **Match Day:**

Consult [www.georgianavigator.com](http://www.georgianavigator.com) to check on accidents or construction delays before you leave for the dual meet.

An acting manager may be in charge of a dual meet. This person must have knowledge of the line-up and a copy of the ALTA Junior League Rules. He/she should also have a contact sheet with Coordinators' telephone numbers and cell phone numbers for their team's parents and the opposing team manager.

Line ups for all positions must be exchanged prior to the start of play. In the event that a player does not arrive on time or a player becomes injured during the warm up, he/she may be removed from the scorecard and another player may be substituted, keeping in mind player movement rules. However, once a player is removed from the scorecard, he/she may not play in the dual meet. (See Rule IV.G. in Junior Rules)

During regular season matches, Junior ALTA encourages spectators to watch quietly and NOT cheer or clap. Coaching is not allowed at any time. No verbal coaching or hand signals are allowed. Spectators may NOT assist players with line calls or scoring.

Monitors may be provided for 10 and under "C" level players. See 10 and Under Monitoring Guidelines (page 32-33) for detailed information.

Both team managers (or acting managers) may approach the court to explain the 7 point tie break but must allow the players to play the tie breaker unassisted.

Team managers are responsible for the conduct of their players and spectators.

- If the spectators notice cheating or poor sportsmanship, they should discuss it with their own team manager who will, if the situation warrants, discuss it with the other team manager. Spectators must not get into discussions with each other.
- Players must settle on court disputes without interference from spectators. If they cannot agree on the score, they must recreate the points played until they reach a consensus, even if it requires a replay of points. A player may question a line call, but it is considered poor sportsmanship to frequently ask, "Are you sure?"
- A spectator should never interact negatively with any child (including your own) at a match. Neither should you argue with another adult within earshot of the children. The team managers of both teams have the responsibility to mediate any courtside disputes.
- Call your coordinator if you have any questions during a dual meet. If you cannot reach your coordinator, you may call any junior coordinator.

No alcoholic beverages are permitted at Junior League matches.

### **Defaults:**

**THE DEFAULT RULE** – Definition in Glossary, (See Rule IV.G., H. and Rule V.D. in Junior Rules)

Junior League matches are scheduled to begin at 1:30 p.m. for girls and 3:30 p.m. for boys. Default time for a 1:30 p.m. start time for girls is 20 minutes past 1:30, or 1:50. Default time for a 3:30 p.m. start time for boys is 20 minutes past 3:30, or 3:50 p.m. Second round matches are scheduled to start at 2:30 p.m. for girls and 4:30 p.m. for boys. Default time is 2:50 p.m. for girls and 4:50 p.m. for boys, not 20 minutes after the first round match ends. No match is to be defaulted unless there is a court available to play. If a first round match extends beyond the second round default time, play must begin immediately (following a 10-minute warm-up).

If player(s) from one team are present and player(s) from the opposing team are not present, the match is defaulted to the team whose player(s) are present.

If player(s) from one team are present, the opposing team must use the following procedure:

1. Ask the opposing team to waive the default and grant more time. If you do this, agree on how much time will be granted.
2. Move up an available and eligible player into the vacant position and begin warm-up. Note that the replacement player becomes the official player only after the first point of the match is played. The changes to the scorecard should be recorded. The original player is no

longer eligible to play in the dual meet once his/her name has been deleted from the scorecard.

3. Default the position.

**Always default from the lowest position-2 Singles or 2 Doubles. If a team only has 2 players available, it is permissible to play the 1 and 2 Singles positions and default both doubles.**

Excessive defaults (one per match) or default of an entire match will result in team suspension. The defaulted team will have all season matches nullified and will be treated as a "bye" for the season. All points earned against that team will be deducted from team totals. (Junior League Rules V.D.)

The purpose of ALTA is to have the juniors play their matches. Be as flexible as possible in using the default rule. If it is at all possible to wait a little longer, please let the juniors play their match. On the other hand, do not abuse the rule by assuming that your opponent will waive the default time. Take all necessary steps to make sure your players are present and able to begin play at the assigned time.

ALTA does not encourage pre-notification of defaults. **A position is not legally defaulted until the actual default time of that position (20 minutes after the scheduled time).** *If your opponent calls you and defaults a position ahead of time, it is best to have your players courtside ready to play on match day. Frequently, players for the **opposing** team become available on match day. If neither team has players available for a position, no points will be awarded for that position. Players' names must be written on the scorecard to receive the default.*

Rain outs cancel defaults if the rain occurs before the official default time for that position.

**Player Movement:**

**SANDBAGGING** – (See Rule III.C. in Junior Rules)

Simply stated, stronger players must be played above weaker ones. Place the strongest players at the 1 Singles position, medium ability players at the 1 Doubles or 2 Singles positions and the weakest players at the 2 Doubles position.

Once a player has played 1 Singles, he/she may **not** play 2 Doubles the next time on the court. By the same token, if a player plays 2 Doubles, he/she may **not** play 1 Singles the next time on the court. You may move a player in steps. After playing a match at 1 Singles, the player must play their next match at 1 Doubles or 2 Singles before playing 2 Doubles in subsequent matches.. The reverse procedure is the same when the player is making a move from 2 Doubles.

**REMEMBER -- "NO" 1 SINGLES TO 2 DOUBLES**

**"NO" 2 DOUBLES TO 1 SINGLES**

**WITHOUT AN INTERIM MOVE TO 1 DOUBLES OR 2 SINGLES**

## Tracking:

Track player movement on the sheets provided in the Team Manager's Packet, paying special attention to matches played out of sequence.

Track matches played early from the date the last position is completed. If the entire dual meet for Spring Break is played before the regular season, that match will be considered the first match for tracking purposes. The line up for Match #1 on the schedule must be in accordance with player movement from the dual meet played early.

Rain make up matches are tracked from the originally scheduled date.

Team managers are responsible for player movement even if the coach makes the line-up.

## After the Dual Meet:

Call or e-mail your scorekeeper immediately after the match to report scores. If a dual meet is rained out, wait until all matches are completed before reporting scores.

Mail your cards to the coordinator listed on your travel schedule. **Your match is not official until the coordinator receives the card.** The coordinator will check player eligibility, player movement, score totals, and will post the results on the ALTA website. Any questions or concerns should be directed to the coordinator, not the scorekeeper.

## Scorecard:

### Completing Your Score Card:

Be sure the writing is legible on your scorecards. Record the players' name exactly as they appear on your roster. No nicknames.

Complete the information for your team and your opponents. Indicate the team's level, flight and division. This information is on the top of your travel schedule. Record the date you play the dual meet and the week number according to the schedule. Circle the name of your team. This makes it easier for the Coordinator to know whose card she has received.

### Recording the Scores:

See Junior League Rule VII. Scoring for a complete discussion of Junior League scoring.

List the players' names in the position they are playing in this match. The games won by each position are placed next to their names in the "Set 1" box and the bonus points are placed at the bottom of the card on the "3D" line. Our scorecards are used by both the Junior League and the Wheelchair League, which has a 3 Doubles position. Write "Bonus Points" on that line and put your bonus points there. Finally, total your points including bonus points earned by each team.

When a match score reaches 7-7, the players must play two more games to decide the match. A tie-break is played when the match score reaches 8-8.

No bonus points are awarded for a match score of 9-7 or 9-8.

The maximum number of points awarded for each individual match is 9 points and the total for the dual meet cannot exceed 36 points.

The following sample illustrates the proper format for completing a scorecard.

The scores for the 1 Singles, 2 Singles and 2 Doubles matches are simply the amount of games won by each team in that position. Note that the 2 Singles position was won by a score of 9-7.

The score for the 1 doubles match illustrates the proper way to record a tie-break. The Chastain team won the tie-break by a score of 7-4.

If the opposing team defaults a position, it is important to list the players from your team who were available to play that day so they may receive credit for the match. This will count towards the number of times played to meet eligibility for the playoffs.

An adult representative from each team must sign the bottom of the scorecard. If the team manager is not present, another team parent may sign the card. Any dispute must be noted on the card.

**COMPLETING A SCORECARD**

The following sample illustrates the proper format for completing a scorecard.

Review Rule IV.C. and Rule VII in Junior Rules

Complete the information for your team and your opponents, making sure to always indicate the Week # as listed on your schedule. Please circle your team at the top of the card.

The scores for the 1 Singles, 2 Singles and 2 Doubles matches are simply the amount of games won by each team in that position. Note that the 2 Singles position was won by a score of 9-7.

The score for the 1 Doubles match illustrates the proper way to record a tie-break. The Polo Grill & CC team won the tie-break by a score of 7-4.

The points are then totaled, including the bonus points earned by each team. The maximum points awarded for each individual match is 9 and the total for the dual meet cannot exceed 36 points. Please make sure to check your math.

An adult representative from each team should review the results and sign the bottom of the scorecard. If the team manager is not present, another team parent may sign the card. Any disputes must be noted on the card.

**SCORECARD - JR. LEAGUE & WHEELCHAIR LEAGUE**

LEAGUE: Junior Boys 18 LEVEL: B FLIGHT: 2 DIVISION: 1 DATE: 3/17/04 WEEK: 2

HOME TEAM: Crooked Creek (Roddick) VISITING TEAM: Polo Golf & CC

SINGLES	HOME TEAM			VISITING TEAM		
	1st	2nd	3rd	1st	2nd	3rd
10 <u>Andy Roddick</u>	8			2		
20 <u>Brian Vahaly</u>	9			7		
Doubles						
10 <u>Taylor Denton</u>	8			9		
20 <u>James Blake</u>						
20 <u>Rickey Reneberg</u>	0			8		
20 <u>Bonus Points</u>	1			1		
Total Points: <u>26</u>				Total Points: <u>28</u>		

Captain's Signature: Andrew Roddick Captain's Signature: Julian Martin  
 Playing under an assumed name is illegal, suspension(s) will result.  
 MAIL TO COORDINATOR IMMEDIATELY

### **Scorekeeper:**

The name of the scorekeeper for your division is listed at the bottom of your travel schedule. If no team manager volunteered to act as scorekeeper, your coordinator will contact all managers in the division seeking a volunteer. If a division does not have a scorekeeper, the team managers will have to wait until scores are posted on the ALTA website to obtain division standings. The coordinator will not serve as a scorekeeper.

All scorekeepers will be contacted by the flight coordinator prior to the start of the season to review responsibilities. Scorekeepers must contact the other team managers in the division.

- Obtain e-mail information from all team managers in your division.
- Request that all teams e-mail scores immediately following the completion of the dual meet.
- If managers choose to call, request they call between 9 a.m. and 9 p.m.
- If a team has problems or complaints, refer them to the Coordinator.

The coordinator may contact the scorekeeper from time to time to adjust team scores based on point penalty deductions or math errors.

Scorekeepers must contact the coordinator immediately with results on the last week of match play. Your job is then complete. The coordinator will serve as scorekeeper for the Playoffs.

### **Lights for Courts:**

Lighted courts are required for all ALTA facilities except those which are "grandfathered in". Lights are not often used in regular season matches as our league matches are scheduled in the afternoon. Even if your facility is "grandfathered", you must have lights to host the boys playoff matches in the Fall season.

If the home team cannot provide lighted courts, then the visiting team has the first option of providing home courts. If the visiting team cannot provide courts, the home team may schedule the match at alternative courts in their area. Courts must be at an ALTA approved facility.

## ADDITION OF PLAYERS

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### Adding Players to Your Team:

1. All additions are done on the ALTA website ([www.altatennis.org](http://www.altatennis.org)).
2. Up to six (6) players may be added to your team starting at midnight on the day of the team manager's meeting until midnight the day before the last match of the season.
3. All additions to the roster must be paid, of an appropriate age, with placement at a level consistent with past season's player history.
4. Players who have not been on a roster for one year may be added to a roster at any level.
5. All players must be added by midnight on Friday to be eligible to play on Saturday or by midnight the night before he/she plays their first match.
6. **Call your coordinator if the computer denies your add-on.**

### INSTRUCTIONS FOR ADDING PLAYERS TO YOUR ROSTER ON THE ALTA WEBSITE

When you reach the home page at [www.altatennis.org](http://www.altatennis.org):

1. Select "member Services"
2. Select "rosters" and then select "Add Members to a Roster".
3. Follow the online instructions.
4. Enter your team confirmation number and your team managers's number and click on "Search for Roster". If you don't remember the confirmation number, you must click on the "Search/Locate Confirmation Numbers" option.
5. The Roster Search results screen will display the roster you have selected and will display the dates of the add-on period.
6. If it is the correct roster, click the "Add a Member" feature. If it is not, you may select "Search Again".
7. The next screen will tell you how many add-ons you have already used and allow you to enter the ALTA number of the player(s) you wish to add, if the add-on maximum has not been reached.
8. After entering your add-on's ALTA number, select "Add Member". The added member's name will drop in. If you have no more players to add, click on "**SAVE THIS ROSTER**". **You may click on "OK" while the save is processing.**
9. When the transaction is complete, you will see a Roster Summary page. Please check the roster for accuracy.
10. At any time before selecting "Save this Roster", you may "Cancel" and return to the Main Menu.

**REMEMBER: PLAYER'S MEMBERSHIP MUST BE CURRENT BEFORE BEING ADDED TO A ROSTER**

**Deletions:**

**A player may not be deleted from one roster and added to another roster during the same season regardless of how they came to be on the original roster.**

If it is confirmed that a player did not appear on a scorecard during the season, that player may be expunged from the roster after the season. The player must complete a **"Player Request to be Deleted Form"**. This form must be completed between the end of the season and the date of City Finals for that season. The form can be found on the ALTA website.

## **INCLEMENT WEATHER**

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Matches may be postponed only for the following reasons:

- It is raining at the home courts;
- It is above 95 degrees (Fahrenheit) on the court; or
- It is below 32 degrees (Fahrenheit) on the court without the "Wind Chill Factor".
- A tornado warning

### **In the Event of Rain:**

1. If it is a day calling for "on and off" showers, the visiting team must travel to the match. Do not call off a match unless it is pouring rain at the home team's facility or a tornado watch has been issued. It is easier to play the dual meet on the scheduled day.
2. If radar shows no breaks in the rain on match day, Junior ALTA does not insist you travel to the dual meet. Team managers should stay in touch by phone to determine court playability.
3. No dual meet should be called off before 12:30 p.m. for girls and 2:30 p.m. for boys.
4. If the matches are in progress and it begins to rain, any completed match stands as played.
5. If it begins to rain, the teams **must wait one half-hour** before rescheduling to determine if the courts become playable. If the courts are still not playable after one half-hour, the teams are free to leave and reschedule. If both agree to wait a little longer, they may do so based on court availability.
6. If a match in progress is halted because of rain, the original players must resume the match at the agreed upon time and date for the make up match. The score and order of service should be noted at the time the match is interrupted.  
-If none of the players can reschedule, the match is treated as a "retirement" by both sides. If only one team can reschedule, the other team will default the remainder of the match, but retain the games it has earned.
7. If rain cancels play in matches that have not officially started, players not on the original scorecard may play in the rain make-up match. **Rain or extreme temperature washes out the default.**
8. If any player or his/her parent deems the courts slippery and unsafe, the match may be rescheduled.
9. Junior ALTA allows 8 days in which to make up a rained-out match. If both team managers cannot agree on a time within that 8-day period, the match will be officially scheduled on the 9th day – Monday at 5:00 p.m. for boys and girls.
10. **If a rain-out occurs on Week 6 or Week 7**, matches must be played within 3 days. The default day is Tuesday at 5 p.m.
11. If the home team is unable to provide its courts for a make-up match, the visiting team has the first option of providing its courts. If the visiting team cannot provide courts, the home team may schedule the match at alternative courts in their area.

**In the Event of Extreme Heat or Cold:**

1. A dual meet may not be rescheduled because of extreme heat or cold unless the temperature is taken at the top of the center net strap.
2. If the temperature on the court is either above 95 degrees Fahrenheit or below 32 degrees Fahrenheit, the dual meet may be cancelled. The "Wind Chill Factor" is not applied, nor is there any allowance for extreme wind.
3. A match may be played under these conditions if all players agree to play. Once the match has begun, it cannot be halted or cancelled because of extreme heat or cold. If any player decides that he or she cannot continue, the match will be retired with the retiring team keeping the games they have won, but with the other team being credited with the win.
4. In the event that a match is called because of extreme heat or cold, the rain-out rules above apply to the rescheduling of that match.

**BOTH TEAMS MUST NOTIFY THE COORDINATOR OF ANY MATCH BEING RESCHEDULED FOR ANY REASON – THIS IS FOR YOUR PROTECTION!**

## PLAYOFFS AND CITY FINALS

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Playoff matches will be scheduled according to individual League Playoff Procedures provided in the schedule packets.

It is the scorekeeper's responsibility to report the scores from the last match of the season to the Flight Coordinator. The coordinator will then seed the teams for the playoffs. The Coordinator will provide each team with the contact information for their opponent and inform them if they are "home" or "away".

- If the home team cannot provide courts, the visiting team will have the opportunity to provide courts. If the visitor does not have courts, it reverts back to the home team to schedule the playoff match at ALTA approved courts in their area.
- Playoff matches may be played early if both teams agree. No matches may be played after the scheduled date. If a playoff match is scheduled early, both managers must notify the coordinator as to the agreed upon date and time.
- If teams reach the second round of playoffs, the team with the higher seeding will be the home team.
- In the Fall season, all boys teams must have lights to host a playoff match.

### Playoff Policy:

1. The first round of Playoffs is held the Saturday after the last match of the season for girls and boys. If your level/flight has 3 or more divisions, a second round of Playoffs is scheduled the Saturday after the first round. Start time will be 1:30 p.m. for girls and 3:30 p.m. for boys.
2. If a Playoff match gets "rained out", the match must be played no later than Tuesday at 5:00 p.m.
3. Team members must play twice during the regular season in order to be eligible to play in a Playoff or City Finals match. A match defaulted to a player counts as one match played as long as the player's name appeared on the scorecard.
4. Line-ups must be approved by your Coordinator before all Playoff matches, as well as for City Finals. Line-ups for the post-season must be consistent with those used during the regular season. They may not be "creative" except in cases of loss or absence of a player. Any changes to the approved line-up must be subsequently approved by the Coordinator, or in her absence, the Overall Coordinator or the League Vice President.
5. The order of play for the Playoffs is the same as during the regular season. If teams cannot agree, the order of play is 1 Singles and 1 Doubles followed by 2 Singles and 2 Doubles.
6. If the home team has four courts available, all four positions may be played at once but **both team managers must agree and the Coordinator must be notified.**
7. If the score is tied when all matches are completed, the **last position to complete their match** remains on the court to play a 7 point tie-break to determine the winner of the Playoff match.
8. The home team furnishes the refreshments and provides two unopened cans of USTA-

approved tennis balls. The home team must provide extra cans of balls if more than two courts are used.

9. Since no cheering or clapping will be allowed at City Finals, we encourage the same at all Playoff matches. No coaching is allowed.
10. Players should take everything they need for the match onto the court with them. No communication is permitted between the players and spectators during the match, with the exception of explaining the 7-point tie-break.
11. Players may not leave the court except for an emergency. Please use common sense
12. If a tie-break becomes necessary, both team managers can go onto the court, explain the tie-break procedure once, and then leave to let the players play the tie-break.
13. Please enforce a strict 10-minute warm-up. Also, remind the players to call their scores loudly and clearly and to move the score markers after each game in order to avoid misunderstandings.
14. All individual matches must be completed even if the outcome of the Playoff match has been determined.
15. Each team must complete a scorecard with signatures and send the cards to the coordinator. Mail the card to your Coordinator as soon as possible.
16. Call your Coordinator, not the scorekeeper, immediately with the results of your match.

### **City Finals:**

1. The location for ALTA Junior City Finals can be found in your manager's packet along with directions to the facility.
2. **No City Finals matches may be played early or rescheduled for any reason (other than rain on the original date).**
3. ALTA supplies balls for all City Finals matches.
4. The coordinator will inform teams as to the scheduled start time for their City Finals match. Teams should arrive one half hour before the scheduled match time.
5. The team manager will sign-in for the team when all team members are present. He/she will fill out the match scorecard, listing extra team members on the back of the card. Once the team has signed in, no players may leave the facility without the permission of the league Vice-President.
6. Teams should gather near their assigned courts. The coordinator will address the entire team and spectators regarding City Finals rules and procedures.
7. All four positions will be played at once, depending on court availability. Individual matches will be started when two adjacent courts become available.
8. No clapping, cheering or signals will be permitted at City Finals.

9. If the final score is a tie, the last position on the court will play a 7 point tie-break to decide the match. The coordinator will explain the tie-break once and leave the court.
10. The coordinator will present both teams with awards and direct the teams to the photographer on site.
11. Please remove trash and clear your area before leaving the facility.

## OTHER PROCEDURES

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### **Religious Holidays:**

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. Team managers are urged to accommodate teams that may have a conflict by playing the scheduled **early**. Team managers who know their team will have a conflict are **urged** to contact the opposing team manager as soon as possible to try to schedule the match for an earlier date. Under **no** circumstances can the two team managers agree to play any match after the scheduled date except in the case of inclement weather. Any match scheduled to play after the date and time will result in **both teams** forfeiting the positions not played at the scheduled time.

The regular "Default Rules" apply.

"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 that it not 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; if it rains on the agreed upon date, then regular rain-out rules apply from the day of the originally scheduled match so as to avoid conflict with another team's religious holidays.

### **The 7-Point Tie Break:**

The 7-point tie-break is played when the score of any match reaches 8-8. The official procedure for playing the 7-point tie-break is as follows:

**Singles** – Following the service rotation, Player A serves the first point from the deuce (right) court; Player B serves the second point from the add (left) court and the third point from the deuce (right) court. Player A serves points 4 and 5 from the add (left) court and deuce (right) court, respectively. Player B serves point 6 from the add (left) court – following this point, the players change ends. Player B then serves point 7 from the deuce (right) court. Play continues in this fashion with the tie-break being won when a player has won at least 7 points, winning by a margin of two points. The teams switch ends whenever the total points add up to 6, 12, 18, etc.

Doubles – Players A and B are from one team; Players C and D are their opponents. Following the service rotation of the previous games, Player A serves the first point from the deuce (right) court; Player C serves points 2 and 3 from the add and deuce (left and right) courts, respectively. Player B then serves points 4 and 5 from the add (left) and deuce (right) courts, respectively. Player D serves point 6 from the add (left) court, the players switch ends, and Player D then serves point 7 from the deuce (right) court. The tie-break continues as with the singles positions, with one team winning with at least 7 points with a margin of 2 points. The teams switch ends whenever the total points add up to 6, 12, 18, etc.

The score is recorded on the scorecard as “9-8”, with the tie-break score in parentheses (e.g., 7-5, 8-6, 9-7, etc.)

The tie-break can be confusing for beginner players. Practicing tie-breakers at regular team practices will increase player confidence.

## **RULES OF TENNIS- FREQUENTLY ASKED QUESTIONS:**

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### **If the Players Have a Dispute on the Score:**

Team A is **positive** that the score is 30-40; Team B, who is serving, feels just as strongly that the score is 40-30 and calls the score that way prior to serving the next point. Team A wins the point. After completion of the point, Team A states that Team B miscalled the score before the last point was served. Because Team A had won the point, they feel that they have won the game, while Team B believes the score is now "deuce". What do the players do to resolve this dispute?

*If any of the players believe a score is miscalled, they should stop play immediately and rectify the dispute. If they do not realize the error until after service of the next point has begun, they must resolve the dispute at the conclusion of the point by reconstructing the game thus far, e.g., who won*

*the first point, the second point, etc. If they are unable to reconstruct the game and reach an agreement, **they are to go back to a point in the game where they can agree on the score, even if it is the first point.***

To avoid this, remind all players to call the score loudly and clearly and move the game markers after each game. If the courts have no game markers, provide chalk or paper and pencil. The spectators must not assist with scorekeeping.

### **Errors in Calls:**

Team A (Johnny and Billy) are receiving serve. Johnny is receiving and Billy is watching the service line to make sure the serve is in. Billy calls the serve "out", but Johnny immediately corrects the call after returning the ball in the playing area of their opponent's court. What do they do?

*A call correction is **not** an automatic "let". A "let" is called and the point replayed only if Johnny returns the ball safely across the net. In this instance, Johnny returned the ball within the playing area, so a "let" (first serve) should be played. If Johnny had not hit the ball at all, had hit it into the net, or had hit the ball out of bounds on his opponents' side of the court, a "let" would **not** be played and the point would have gone to Johnny and Billy's opponents. (The Code 2007, Making Calls 14.)*

All players must be instructed regarding line calls. If the ball hits inside the white line or on any part of the white line, it is a good ball. If they are not sure, they must call the ball "good". If they are fair on their line calls, their opponents are more likely to be fair as well.

### **Hitting Court Fixtures:**

If the ball is hit, and then hits any permanent fixture on the court before landing on the court, it is out. Permanent fixtures include posts, lights, scoreboards, etc. (*Rules of Tennis 2007 USTA Rule 13*).

### **Leaving the Court if a String or Racquet Breaks:**

Team A (Johnny and Billy) are playing Team B (Mark and Tom). During the match, Mark breaks a string in his racquet. He begins to leave the court to borrow a racquet. Billy tells him that he will forfeit the match if he leaves the court. Who is correct?

*Junior ALTA procedures allow a player to leave the court to obtain a replacement racquet, as long this is done quickly and the player does not leave the immediate vicinity.*

### **Hitting or Touching the Net:**

After a long rally, one of Johnny and Billy's opponents, Tom, hits a shot that sends Johnny running towards the ball to hit it before it bounces a second time. Johnny reaches the ball and hits it across the net into his opponent's side of the court. However, his momentum carries him into the net. What is the call?

*As soon as Johnny realizes he has touched the net, he should announce that the point goes to Tom and Mark. There is no loss of point if the ball is considered "dead" (ball bounces twice or hits a fixture on court) before Johnny touches the net. (Rules of Tennis 2007 USTA Rule 24, G)*

### **Hitting the Ball Before It Passes the Net:**

It has been a long, tough match. Mark hits a floater coming right to Billy at his position at net. Billy closes the net quickly and reaches over the net and volleys the ball for a winner. Tom says the point is theirs because Billy crossed the vertical plane of the net to hit the ball **BEFORE** the ball crossed to his side of the net.

*Tom is correct – the point should go to Mark and Tom, **but** it is up to the player hitting the ball (Billy) to be honest enough to call himself on the infraction. (Rules of Tennis 2007 USTA Rule 24 H)*

### **Player Hit by Serve:**

Johnny and Billy are playing doubles against Mark and Tom. Johnny is serving to Tom, but his serve goes astray and hits Mark before it hits the ground. Is this counted as a fault?

*If a player is hit by a serve, either the receiver or the receiver's partner, the point is awarded to the -serving team. If a server hits his own partner with his serve, the serve is a fault. (Rules of Tennis 2007 USTA Rule 24 Case 7)*

### **Player Hit by Ball During Game:**

Johnny and Billy are playing Mark and Tom in a doubles match. Mark hits a ball over the net onto Johnny and Billy's side of the court. The ball is **clearly** going out, since Johnny was standing behind the base line. Johnny sees the ball coming but cannot move out of the way fast enough and is hit by the ball. Who gets the point?

*If a player is hit by a ball, the point is awarded to the opponent(s) even if the player is hit while outside the court. (Rules of Tennis 2007 USTA Rule 24 i.)*

### **Player Catches the Ball:**

Johnny and Billy are playing doubles against Mark and Tom. Tom hits a backhand volley which will clearly land behind the baseline. Billy is standing behind the baseline and, rather than letting the ball drop and having to pick it up, he catches the ball in his hand. Mark declares the point is *theirs* because Billy caught the ball, while Billy claims the point is *his* because the ball was clearly going out and he was outside the baseline when he caught it. Who is right?

*Mark is right. If a player standing outside the court volleys or catches the ball in his hand, he cannot claim the point because the ball cannot be called "out" until it hits the ground outside of the court. If a player is hit or catches the ball before the ball bounces outside of the court, the point is awarded to the opponents. (Rules of Tennis 2007 USTA Rule 24, Case 8)*

## **The “Let”:**

Johnny and Billy are playing Mark and Tom in doubles. Mark serves the ball and, as Johnny prepares to return the serve, a ball rolls across their court from another match. Tom calls a “let”, but Johnny and Billy disagree that Tom cannot call a “let” since the ball is **not** on his side of the net. Who is right?

*Tom is correct. Anyone may call a “let”. The point is played over with the server beginning with the first serve. This also includes the ball hitting or tipping the tape on the net during a serve. If the first ball is served, tips or hits the tape, lands in the correct service area, the server begins with his or her first serve. If the ball hits or tips the tape on the net on the second serve and lands in the correct service area, the server only gets to replay the second serve.*

If a delay between the first and second serves is caused by the receiver or some outside interference, the whole point shall be replayed, beginning with the first serve. If the delay is caused by the server, the server has one serve to come.

Example: If a ball rolls onto their court from another court and play is delayed to remove the ball, a let has taken place (whether it is actually called or not) and the server should expect to serve a first serve. If, however, the players leave a ball on the court and during the course of the point it rolls from its original position to a position which is now interfering with their play, a let cannot be called.

**REMIND YOUR PLAYER THAT LEAVING A BALL ON THE COURT CAN ONLY DISTRACT THEM AND COULD BE DANGEROUS – THEY COULD TRIP ON IT. MAKE SURE THEY PICK UP ALL BALLS.**

*If an extra ball in a player’s pocket falls out while serving, the server may not call a “let”. If a ball is left on the court for any reason, the server may not call a “let”. In these instances, however, it is legal for the opponent to call a “let”.*

*(Rules of Tennis 2007 USTA Rule 23)*

## **Serving Out of Turn:**

If partners begin serving in a certain rotation, they must stick to that rotation for the whole match. If one begins to serve a game, and then realizes it is not really his turn to serve, all points played so far stand as played, but the correct server must finish out the game. (Rules of Tennis 2007 USTA Rule 27)

## **Cellular Telephones and Pagers:**

Cellular telephones and pagers **are not allowed on the court**. Any audible disturbance of a phone or pager on the court during a match will be considered a deliberate hindrance. (*Rules of Tennis 2007 USTA Rule 26*)

The opponent(s) can call a “let”, but the owner of the phone or pager may not call a let. Since the match is not officiated, the opponent should ask the owner of the phone or pager to turn the device off. If the owner refuses, the player should continue the match but report the incident to the coordinator. Use of a cell phone or pager during a match is considered “unsportsmanlike” conduct.

## 10 & UNDER TEAMS – MONITORING GUIDELINES

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Allowing monitoring at the 10 & under age group is ALTA's effort to insure that the youngest, most inexperienced children beginning tennis league play the game correctly and play at a pace that also allows them to enjoy the game. When practicing with your children, make sure they don't just hit the ball, but go over scoring, tie-breaks, etc. to teach them the mechanics of an actual tennis match.

The guidelines which ALTA employs concerning this age group are as follows:

1. Monitors may be used at the "C" levels, but not at the "B" level.
2. If you, as team manager, do not wish to use a monitor, but your opposing team manager does, he or she may provide a monitor. If your opponent decides to monitor the match, you may wish to provide a monitor from your team, even if your players no longer need assistance. However, it is perfectly permissible to oversee a match with only one monitor.
3. Monitors may be used for all positions (i.e., 1S, 2S, 1D, 2D) or for just selected positions (for example, 2D).
4. Monitors can easily oversee two matches at the same time if they are played on adjacent courts. Monitors do not need to keep up with the scores of the matches they are monitoring. If the children become confused about a score, the monitor should help them recreate the game and agree on a score.
5. A monitor must be **knowledgeable** regarding the rules of tennis and the rules that are specific to the ALTA Junior League. For example, a Junior ALTA match consists of an 8-game pro-set, including ads. Matches do not use "no-ad" scoring.
6. Monitors may be used during the entire regular season; however, ALTA encourages all teams to stop monitoring around the fourth match. Players should be allowed to play independently even though they may make mistakes. There will be no monitoring permitted either during the Playoffs or at City Finals.
7. Monitors are **not** a linesman or an umpire. Please follow the procedures below:
  - If a player consistently calls balls out that are good, wait until the point is finished, bring all players to the net, and remind the players that a ball on a line (or in the alley in doubles) is always good. Do not single out an individual for correction.
  - If the score is called wrong consistently, remind the players how to score, without telling them the score.
  - Allow the players time to think about their decisions. Frequently, young players need a little more time to think about the rules and scoring of this new game they are learning.
  - Remember that eye/hand coordination and tracking are issues for these players. Frequently, they do not see the ball correctly and may be making unintentional bad calls. If both players seem satisfied that the calls are correct, then do not interject your opinion into the match.
  - If the players come to a situation where they cannot agree on the score, they must try to reconstruct the points. This is a new and difficult skill. Encourage the players to review points played up to a point when they can agree. If they cannot agree at all, they may "spin the racquet" to settle the dispute. Spinning the racquet should be done as a last resort. Never spin a racquet to settle a dispute over a line call. Any player has the right to question a line call, but he/she cannot overrule a line call that has been made. Excessive challenging of line calls should be discouraged as it shows bad sportsmanship.

8. Players may play a match without monitors, but have monitoring during a tie-break. The above monitoring guidelines apply.
9. Remind players to wear clothing with pockets so that they can manage two balls when serving. Leaving a ball at their feet is a safety hazard. Remind them not to chase balls between first and second serves, to call the score before every point, and most of all, to "Have Fun!" A monitor can greatly expedite matches by acting as a "ball boy."
10. A monitor should never slow down play with an interruption as this can frustrate or confuse young players. Adhere to the philosophy "speak only when spoken to" as much as you possibly can. Help the players only when they ask for assistance.
11. Most importantly, **never interact negatively** with any child (including your own) at a match. Neither should you disagree with another adult within hearing of these children. Remember, we are the role models for these young players!

## **HINTS FOR HANDLING BEGINNER TEAMS**

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1. De-emphasize winning. Young players learning the game should not feel any pressure to win. Consider a first season strictly a “learning experience” and make sure your players and parents understand this.
2. After the match, praise the players for their accomplishments, even if they may seem minor. (“You reacted better to the ball this time.” “You got your serve in more often.” “I liked the way you complimented your opponent on his good shot.”)
3. If beginner players are having trouble getting their serves into play, consider the use of the “underhand” serve. Just remember that players are not permitted to bounce the ball – legal serves must be hit out of the air. Ask your child’s coach to help with this type of serve.
4. Teach new players how to warm-up before a match. They need to be taught to warm-up ground strokes, volleys, and serves. Limit warm-up strictly to 10 minutes.
5. Employ the “retirement” rule in situations where a match has gone on too long and the players are exhausted. Under this rule, the side “retiring” is awarded a point for each game they have won up to the retirement, while the opponents receives 8 points plus the bonus point. Mark the scorecard “retirement”, along with the score. It is permissible for both sides to jointly retire when all players are too tired to continue to play and all agree to stop the match. In this case, both teams keep any games won to that point, but neither team is credited with the “win”.
6. Make sure the coach reviews proper scoring. Practice actual game situations. Expose the players to tennis on television and video games to provide visual learning tools.
7. If a player tosses a ball to serve and then swings and misses, this is considered a service fault. If a player tosses a ball to serve and catches it (without swinging) it is not a fault.

## COURT BEHAVIOR/GOOD SPORTSMANSHIP

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Sportsmanship begins with the team manager. The children will learn from your example and the example set by the spectators. The manager is responsible for the behavior of the players and spectators.

Before the season begins, discuss tennis etiquette and good sportsmanship with your players. If you witness any unsportsmanlike behavior during a match, it is up to the manager, the acting manager, or the parent of the player to correct the behavior. If the opponent displays poor sportsmanship, speak discreetly to the other team manager, never directly to a player on another team.

If both managers witness poor behavior or cheating, they may approach the court together and issue a warning to the player. If the behavior persists, they may default the offending player from the match and award the match to his/her opponent. This is an extreme solution and should only be used as a last resort. Usually, the warning eliminates the behavior.

If the team managers do not agree on the conduct of the player, you must not discuss this within earshot of the players. Call the coordinator and report the incident after the match.

### **Good Sportsmanship**

**Each season teams are awarded Sportsmanship Bag tags and ALTA car magnets for displaying good sportsmanship above and beyond what is expected. Remember to nominate teams that show great sportsmanship. Inspire your players to strive for this special award.**

## **PROTEST PROCEDURES**

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If a team manager feels that a rule infraction has occurred, the team manager has the right to register a complaint to the Coordinator of that division. The following procedure is to be followed:

1. If the match scorecards are signed by both team managers or acting team managers without indicating the point(s) of protest, there are no grounds for protest.
2. If the point of protest is indicated on the signed scorecards, the team manager should call the Coordinator and detail the event(s) leading to the complaint. The coordinator will research the complaint and report back to the manager lodging the protest.
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 Coordinator will inform the team manager of his/her right to file an "official protest".

An "official protest" must be filed within five (5) days of the protested match. The team manager must mail a written protest (no e-mails) to the Flight Coordinator, the Overall Coordinator, the Junior League Vice- President and the ALTA office. Upon receipt of the protest, the following procedures will occur:

1. The League Vice President will investigate the official protest. Upon completion of the investigation, the League Vice President will render an opinion to either uphold or reverse the Coordinator's decision.
2. If the team manager is still not satisfied with the decision, the League Vice President will inform the team manager of his/her final right to appeal to the President of ALTA.
3. The President may grant or deny an appeal hearing. If an appeal hearing is granted, the concerned parties will be notified as to the date, time, and place, of the hearing.
4. The decision of the ALTA President is final.