



HLTA Captains Frequently Asked Questions

1. Where do I find my division's captain contact details? There is a captain contact list in the Admin area. Every email address on the list is hyperlinked. Click on the email address and a new email composition window will open.

2. How do I confirm the scores (I do not see a confirm option)? As a captain, you will receive an email from the HLTA system once the home team has entered the scores. Login, go to Admin > Scores and there will be a "Confirm" link next to the match. This will take you to the scores, where you will confirm the match **and enter your sportsmanship rating**. If "confirm" is missing, the scores have not been entered yet.

3. Do I have to enter a Sportsmanship rating each week? Yes, every captain – home and visiting - must enter a sportsmanship rating for every match. If you are a home captain, the sportsmanship rating will be entered at the same time as the scores. If you are a visiting captain, you will need to confirm the scores first, then enter the sportsmanship rating in the Admin area. Please refer to the rating scale on the score sheet to guide your ratings, and remember that this score refers to actions ON the court and the behavior of the players at each line.

3. What happens if a team defaults a line? Leave the online score sheet completely blank for the line that did not play. Do not enter player names into the online system as this will affect the player stats that are tracked on our website. For the defaulted/forfeited line, simply record the winning team using the dropdown box noting if it is by default, or forfeit. All retired matches will be recorded as normal up until the point of retirement (eg. 6-4,, 2-3). Remember, teams must default from the bottom up (eg. Line 4, line 3...).

4. If we schedule a match, and it gets rained out, how long do we have to make it up, and do the original players have to remain the same. . All rain makeups must be scheduled within 48 hours of the original date of the match, and played within 3 weeks (according to HLTA Rule Match Play #7). Captains must email their level coordinator by 5pm the day of the rained out match to let them know they did not play, or if only certain lines played. The original lineup/players can be changed on **any line that has not begun match play** as this allows flexibility in scheduling. However, for any lines that began play, all four players must remain the same for the rain makeup with the makeup match commencing where the match left off (eg. 6-2, 2-3 / 15-40 home team "Jenny" serving).

5. When can I add a new player to my team? You may add players throughout the season as long as there are at least two matches remaining in the season. Player additions must be made through your level coordinator once your roster has been submitted. Email your request to your coordinator by Thursday 5pm in order for the player to play the following Monday. All added players must be paid HLTA members.

6. Can a player be removed from my team? Yes, you may remove a player from your team as long as they have NOT played a match. The removed player may re-join a new team only ONCE during the season. All player removals are done through your level coordinator.