



Captain's Checklist

Put a copy of the HLTA Rules in your tennis bag.

Home Captain before the match:

- Contact Visiting Captain by 12:00 noon Thursday before Monday's match with the times each line will play.
- Make certain Visiting Captain has directions and knows about any construction in the area.
- Give Visiting Captain your cell phone number.
- If adding a player, be sure she registers online at <http://www.hlta.com>, and then notify your Coordinator by 5:00 p.m. on the Thursday prior to the upcoming Monday match.
- Download a score sheet from the HLTA website under the Documents tab.
- If you have to forfeit a line, you **must** forfeit from the bottom up.
- Be considerate of the other Captain and give advance notice of the forfeit, if possible.
- Make arrangements for snacks, beverages, and proper facilities for players on matchday.

Visiting Captain before the match:

- Make sure you have directions and know of any area construction.
- Give Home Captain your cell phone number.
- If adding a player, be sure she registers online at <http://www.hlta.com>, and then notify your Coordinator by 5:00 p.m. on the Thursday previous to the upcoming Monday match.
- Download a score sheet from the HLTA website under the Documents tab.
- If you have to forfeit a line, you **must** forfeit from the bottom up.
- Be considerate of the other Captain and give advance notice of the forfeit, if possible.

Once you get to the match:

- Both teams must have a Captain or Acting Captain present during the entire match.
- Exchange score sheets with other Captain.
- Make sure you write the correct player on the proper line. Remind players to turn off all cell phones and electronic devices before they walk on the court. Home team should ensure that all players are playing the correct opposing team and the correct line on the correct court before they begin the match.
- Remind players to limit warm-ups to fifteen minutes and begin matches promptly.
- Fill out score sheets after the match **and sign them**, unless you are contesting the match.
- In the event of rain, refer to HLTA Match Play Rule #6.

After the match:

- Home Captain should enter scores and sportsmanship rating by 5:00 p.m. Monday afternoon.
- Visiting Captain should confirm scores and enter sportsmanship by 10:00 p.m. Monday night.

If you have any questions, contact your Level Coordinator. Her contact details are on the HLTA Contact page. Remember that she is a tennis player too, so will not be available on Monday mornings as her cell phone will be turned off.

Welcome Captains to the HLTA Website

We hope this document will help you feel more comfortable with the new website.

Captain Login

Once Player Registration begins, paid member and captains can create a login and password for the new HLTA website. Once logged in, captains will be able to access the Admin page for roster changes/submission. After the season begins, captains will log in to access match scoring, team management and broadcast emails to their team.

Team Registration

Each team is required to register and pay by the Team Registration Deadline in order to play the upcoming season. This team information is used during Player Registration giving players the ability to tag themselves to your club, level and team.

Player Registration

Players are required to register and pay their membership dues by the Player Registration Deadline in order to play the upcoming season. Players will select their level, club and team when they register which will then place them on the team roster. Captains will have the opportunity to add and remove players from their team during Player Registration in preparation for roster submission.

Roster Submission

Each team must have a minimum of 10 paid players on their roster by the Roster Submission Deadline. Captains must submit their roster through the HLTA website, and get it approved by their coordinator.

Late Player Registration

Players who have missed the Player Registration Deadline can register as a Late Player after the Roster Submission Deadline. Captains will need to contact their level coordinator once the player has registered and request them to be added to their team. Note, there is a maximum of 16 people per roster.

Match Scoring

Once the schedules have been posted, the Admin page will have a link to enter both the match scores and sportsmanship ratings. Online scores cannot be submitted without the sportsmanship rating being entered. The home team captain enters the scores (*by 5pm the day of the match*), and the visiting captain confirms (*by 10pm the day of the match*). Contact your level coordinator for any corrections.

Team Emails

The Admin page includes an email function for captains under the 'Team Management' link. This allows you to send emails to your team regarding matches, player availability, etc.

Captains Contact List

Captains will have access to the contact details of all captains within their division. This list is visible on the Admin page once captains log in.

Membership Directory

All paid HLTA members can access the Membership Directory by creating a login and password for the HLTA Website. You can search by name, or alphabet. Email addresses are not visible for privacy, but to send an email, simply click on the green hyperlink (*lastname*) and an email composition window will open. Members can edit their profiles when they are logged in.

Important Dates

All important dates and information for HLTA will be posted to the homepage of the website and in the Latest News section. The calendar also shows all of the key dates.

Questions?

Your level coordinator is happy to assist you. Their contact details can be found under the Contact Tab. Click on their name to open up an email composition window.

HLTA Rules Highlights: Fall 2017– Spring 2018

(Highlights are a guideline only. For a complete set of rules go to www.hlta.com)

Line-ups: Each team **MUST** have a Captain or Acting Captain present at every scheduled match **who will verify scores and sign both teams' score sheets**. Captains **MUST** exchange line-ups **before** players are sent to their courts **and record the scores after the match no later than 5:00 p.m.** ONCE LINE-UP SHEETS HAVE BEEN EXCHANGED, LINES OR NAMES CANNOT BE MOVED FROM ONE LINE TO ANOTHER. A substitute (a player who is not scheduled to play on the original score sheet) may be used on any line that has not begun play. **It shall be the Home Team's responsibility to ensure that all lines are playing on the proper court.**

Default rule: There will be a **20 minute** default rule in effect for all scheduled matches (9:20 for a 9:00 a.m. match; Default time for second round matches will be immediately following completion of first round matches but not before 20 minutes after the scheduled time, so 10:50 for a 10:30 a.m. match). **The official time is available at 713-529-4444.**

Warm up/Start Time: Two first round matches should be scheduled at 9:00 a.m. Warm-ups should begin promptly at the scheduled time with the available players from both teams and shall not exceed **15 minutes**. The match begins when the first point is played and all warm-ups, including serves, must be taken beforehand. First matches should begin promptly at 9:15. **If a team has to travel a long distance**, a later or staggered start time is permissible and all 4 lines may play at one time if agreed upon in advance by **both** Captains.

Electronic Devices: All portable **electronic devices MUST be turned OFF** and are not permitted for use on the tennis court for any reason at any time – **this includes phones and smart watches**. If a player chooses to use her electronic device on the court during the match, **other than to turn it off, her line will immediately default the match**. If a device makes a sound on the court it must be turned off IMMEDIATELY without use and is considered a warning. The opponent may claim the point due to hindrance, if applicable. Any subsequent violation of this rule by ANY player on that court will result in a forfeiture of the match by the offending team on that court. Players may use their electronic devices during the 10 minute break allowed between the 2nd and 3rd sets provided they are NOT ON THE COURT.

Breaks: Play must be continuous. When players change ends, a maximum of 90 seconds are allowed, however, after the first game of each set and during a tiebreak, play shall be continuous, and the players shall change ends without a rest. A break not to exceed 10 minutes may be taken between the 2nd and 3rd sets only, but bathroom breaks may be taken at any time, if necessary.

Line calls: HLTA matches are non-officiated matches. No linesmen or umpires will be provided.

Children: No children are allowed courtside at matches at any time. Offending line will be defaulted.

Coaching: No coaching will be allowed during matches at any time which includes coaches, pros, captains, teammates or any other spectator. Teammates, spectators, captains, coaches and pros may not volunteer advice on line calls, scoring or the conduct of the match. **It is the Home Team's responsibility to control the spectators' conduct during match play.**

Rain: If weather is questionable, check HLTA Rule Match Play #6 for Rain Out rules.

Scoring: Individual matches will be the best 2 out of 3 sets playing regular scoring. The 12-point tiebreak as specified by USTA will be in effect any time the score reaches 6-all in any set.

Tiebreak:

- Winner is the first to earn 7 points provided they lead by a margin of 2 points.
- The player whose turn it is to serve shall serve the first point from the right service court (deuce court).
- The next server serves two consecutive points, always serving the first point from the left service court (ad court) then serving the second point from the deuce court.
- Service rotation continues as it did in the set, with each player serving 2 points.
- Every 6 points, players change ends.
- When the tie-break is over, players change ends if an additional set is to be played.
- The team to serve first in the set that ended in a tiebreak shall receive serve in the 1st game of the next set.

Disputes: Disputes over the score shall be resolved by using one of the following methods which are listed in the order of preference: (1) Count all points and games agreed upon by the players and replay only disputed points or games; (2) Play from a score mutually agreeable to all players; (3) Spin a racket or toss a coin.