

## How to Form a New Team

1. Contact the club or HOA where you would like to play to verify they have space for another team. If this is a new location, make sure it is within the HLTA boundaries.
2. Determine the level at which you would like to play, and your second choice. Be sure you adhere to the HLTA Rules below:

GENERAL RULES 6(d): Any newly formed team will be required to submit two level options for entry into HLTA. The new team will be placed at their requested level space permitting. The final flight determination will be made by the Head League Coordinator and the Level Coordinators based on the number of teams at that level. A new team entering at a specific flight or a team being re-formed to remain at the same flight may consist only of a combination of the following:

- a. Players who played at that flight the previous season and whose team made its points;
- b. New players to HLTA;
- c. Not more than 6 players from any higher flight;
- d. Not more than 6 players from any lower flight.

**3. Complete the HLTA New Team Form and submit to the HLTA Membership Director.**

4. The Membership Director will confirm all details on the new team form, and enter the team into the database. Please make sure you have all of your paperwork submitted before the **Team Registration deadline** as no teams may be added after this date.
5. Pay your team registration fee by the Team Registration Deadline.
6. Players will register for your team during the Player Registration period. You must have **at least 10 paid players on the roster by the player registration deadline** posted online in order to be eligible to play in the upcoming season.
7. You can add players (not to exceed max of 16) throughout the season by contacting your Level Coordinator by 5 pm Thursday before the Monday match that the new player wants to play in.

Final level placement will be announced after Player Registration closes. If you have any questions, please contact me.

Cara Miller  
Membership Director  
[membershiplta@gmail.com](mailto:membershiplta@gmail.com)  
281-853-4878

# HLTA New Team Information



Club/Home Courts Location: \_\_\_\_\_

Team Name: \_\_\_\_\_

HLTA Level Requested for 1<sup>st</sup> choice: \_\_\_\_\_ CHAMP 2 A1 A2 A3 B1 B2 B3 B4

HLTA Level Requested for 2<sup>nd</sup> choice: \_\_\_\_\_ CHAMP 2 A1 A2 A3 B1 B2 B3 B4

Captain's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Captain's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please list your team members below. Note there is a minimum of 10 and a maximum of 16 per roster.*

	Team Member Name	Phone Number	HLTA Level played last season
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			