



## **Team Captain Responsibilities**

1. Assemble team; collect and remit sponsor bar payment and member dues when required; attend captain's meetings.
2. Distribute match schedules to team members and assist with transportation needs when necessary to field a full team for a scheduled match.
3. Communicate with opposing Captain and the League, as soon as possible prior to a match but at least one hour prior to scheduled match time, regarding any forfeiture, postponement request, etc.
4. Determine lineups and fill out match reports (this may be delegated or shared with teammates at Captain's discretion)
5. Ensure the smooth running of all matches and adherence to league rules.
6. Provide a scorer for half of the games played on match night. Provide an I 2 pads when necessary for each home match.
7. Resolve any disputes in private conference with opposing team's Captain. If agreement cannot be reached between Captains the issue should be brought to the attention of the NHDL Board for resolution. **If the dispute requires a timely resolution (that night), contact the NHDL Player Representative.**
8. Receive league emails and other communications and relay announcements and information to team members in a timely fashion. Captains are the conduit between the NHDL and team members – please make a serious effort to communicate NHDL information to your team members.
9. Communicate with the appropriate NHDL Board Member on any issues, including rules clarifications, points and standings discrepancies, roster changes, and playoff participation.
10. **Review the final scoresheet in conjunction with the opposing captain to ensure that it's accurate. Once verified, sign the sheet prior to submitting it to the league.** Adhere to all deadlines for reporting of match scores, entering match results to the League's online system, and verifying results entered by the opposing team captain; **missing any deadline will result in the assessing of point deductions to your team, there will be no exceptions.** Each team must designate a Team Administrator for entering and verification of match results; it is the Captain's responsibility to either perform these duties, or select another to fulfill the Team Administrator role. (please make every effort to contact the league if the recording timelines cannot be adhered to in order to avoid a penalty assessment).