



## RESPONSIBILITIES OF THE TEAM CAPTAIN

Being a responsible TEAM CAPTAIN is most important to each of your team members and to the efficient and timely operation of the entire league. Please treat your responsibilities in a serious manner --many people are counting on you!

1. Fill out a COMPLETE and ACCURATE TEAM REGISTRATION FORM which includes:
  - a. full roster of players with correct spelling
  - b. the Captain's current mailing address and telephone number and **e-mail address**
2. NOTIFY the league office of any CHANGE in the Captain's mailing or e-mail addresses.
3. COMMUNICATE all LEAGUE CORRESPONDENCE to your team members (including weekly results, standings, awards notices, tournament information, etc.)
4. Have you CAPTAIN'S KIT (including Rule Book and Mailing Envelopes) available at EACH LEAGUE MATCH.
5. **BEFORE EACH MATCH** -- the **HOME TEAM CAPTAIN** should fill out the **entire top portion** of the match report, including:
  - Both Team Names & Division
  - Match Date
  - Match Week Number
  - Home Team Lineup (filled out first)
6. **AFTER EACH MATCH** -- the **HOME TEAM CAPTAIN** should:
  - Verify the accuracy of the completed match report.
  - Along with the Visiting Captain, sign the bottom of the match report.
  - CALL in the results to the league office (978-250-8322).
  - MAIL THE MATCH RESULTS immediately after the match is completed.

**Note: Late mailed results cause inaccurate team and individual standings and is unfair to members of both teams involved.**
7. All Captains are responsible for the **PROPER BEHAVIOR** of their team players.  
**(SEE RULE 15)**
8. Captains are responsible for resolving any disputes that may arise during a match in a private conference of the captains only. **BOTH CAPTAINS** are ultimately responsible for the smooth running of each match.
9. Each Captain should insure that the HOME LOCATION maintains proper equipment and conditions for each league match.
10. Each Captain should insure that the required minimum number of players are available for all league matches in order to AVOID A FORFEIT. **(SEE RULE 11-C)** Captains should only make roster changes IF A HARDSHIP CASE EXISTS. **(SEE RULE 4)**