Duties of League and Team Captains

1. Check with the Fixture Secretary that the 'Play-on-Days' of the KLX squad have been notified to the Kennet League Results Officer (via email) before the start of the season.
2. Ensure the members of the squad are registered with the Kennet League Results Officer (via email).
3. Ensure caterers are available to provide tea and biscuits for KLX Home matches.
4. Each week during league season the captain will need to:
    1. Ensure a full team is available, including a travelling reserve.
    2. Ensure the team selection complies with the Policy Document on league administration.
    3. Publish team sheets on the noticeboard where possible at least 2 weeks in advance and also circulate the Team Sheet to all team members via email using the 'Blind Carbon Copy' (Bcc) feature.
    4. Report the match results to the Kennet League Results Officer (via email) before the declared deadline.
5. Deal with any concerns or complaints from members of the squad. Any complaints should be discussed with the Men's Captain.
6. Keep in contact with any members who fall ill or who are injured. The Men's Captain should also be notified.
7. Captains will be expected to ensure compliance with club rules, match-play rules and Dress Code.

Notes on the Duties of League and Team Captains
Item 1
Only the weeks in which the league matches are to be played are set by the county.
The actual dates of the KLX fixtures are set by the Fixture Secretary's of each club so the Kennet League Results Officer has to be notified of the actual days our KLX matches are to be played.
The Kennet League is always played on a Tuesday evening so these do not need to be notified.

Item 2
Where there is **more than one squad** in the same league the members of each squad have to be registered separately before the start of the season.
New members will also need to be registered as and when they join the squad.