

01 GENERAL

- Each team appoints a team leader and a representative from its ranks. This person acts as the contact person for the team vis-à-vis the group coordinators or the board.

02 YOUR TASKS

- You should familiarize yourself with the statutes, the financial regulations and the rules of the league.
- Keep the season running smoothly in your team and lead communication within the team.
- Organize your team's participation in the Delegates' Assembly by sending a delegate or by transferring voting rights to a delegate from another team (participating in the Assembly).
- Take care of the timely registration / feedback / deregistration of the team for the season via the online form on the league homepage.
- Make sure that the team members register (**deadline: 31 December**) and that the membership fees and deposit are paid on time (**deadline: 31 January**).
- You are responsible for ensuring that players who joined later are registered in time and that their membership fees **are transferred** within 4 weeks
- If your team organizes a matchday, you will monitor the timely completion of the work necessary in advance. You are the contact person for the arriving teams in your group. This also includes:
 - _A_ to apply for a hall from the city and, upon receipt of the positive decision, to report / forward it to the board of match operations by e-mail
 - _B_ compliance with the deadlines – see | **ORGANASATION OF A MATCHDAY** |
- As soon as your team cannot participate in the match day, this must be reported to the organizing team, the group coordinator and the board.

03 YOUR RIGHTS

- You can always ask the CFO to send you a statement about your team's payables and receivables.
- You will be given access to the league's protected data upon request.