

# *Mpumalanga Schools Hockey Association*



## **Procedures for League Convenors.**

1. The executive shall appoint the league convenor for each league.
2. Ensure that the league fixtures have been drawn up in consultation with the executive.
3. Ensure that a copy of all the league fixtures has been received by all the school in the league.
4. Ensure that the official match report form of each fixture has been faxed or e mailed to the provincial league convenor by the host school. In addition, both teams must sms their results to the provincial league convenor.
5. It is imperative that each league convenor also receive a copy of the official match report form. Any forms that indicate the issuing of Personal Penalties (cards) must be forwarded to the Provincial Rules & Technical officer.
6. Ensure that all the teams who qualify for the play-offs are notified of their qualification and are available to participate in the play-offs. If any league team is not available to play in the play-offs they have to notify the Provincial League Convenor in writing within two weeks prior to the play-offs.