

Mpumalanga Schools Hockey Association



Procedures for Regional Chairpersons.

1. Elections must be held in each geographical region every second year before the end of October.
2. The bi-annual cycle resumes in October 2012.
3. The incumbent must be available to carry out the duty for the full 2 year term of office.
4. The Regional Chairperson must have their own personal e mail address.
5. It is their responsibility to attend all Mpumalanga School's Hockey committee meetings.
6. It is their responsibility to forward all relevant information to the schools in their region. This includes the notification for the AGM and any related information.
7. It is their responsibility to organise the 2 rounds of regional trials in their region according to the "procedures for trials" as set out in the bye-laws.
8. It is their responsibility to ensure that all the schools in their region have received an invoice for trials payments and affiliation.
9. It is their responsibility to follow up with each school regarding the payment of those invoices
- 10 It is essential that they collect the Final Trials money from every player in every team in their region **BEFORE FINAL TRIALS** and ensure that it is paid into the Provincial account with the relevant reference.
11. It is their responsibility to organise a qualified umpire to attend Final Trials with each regional team.