



Procedures for Tournament Convenors.

1. Liaise with SASHOC Tournament/Festival Portfolio holders to determine the dates and venues of all the Tournaments and Festivals.
2. Obtain all the Tournament and Festival details such as:
 - a) Accommodation costs and venues.
 - b) Tournament levy.
 - c) Tournament Regulations and LOC deadlines.
3. Assist with the finalisation of the appointments of Provincial managers and coaches.
4. Ensure that each manager and coach is notified of their appointment in writing and ensure that they acknowledge their appointment in writing.
5. Communicate all the Tournament information gathered in point 2 above to all the managers and coaches.
6. Ensure that all managers and coaches are in possession of and have made themselves familiar with the Procedures for Coaches and Managers as laid down in the Bye-Laws. Assist where necessary in empowering the managers to complete their admin files.
7. Personally meet with all the managers to discuss the drawing up of the Tournament Budget according to the Procedures for Managers as laid down in the Bye-Laws.
8. Assist in sourcing the best possible service provider for the transport of the teams to the various venues.
9. Monitor the ordering, standardisation and supplying of all Provincial kit to be used by each team.
10. Make contact with each manager on a regular basis (every 10 days or so) in order to monitor their progress and to assist with any challenges that they might be facing.
11. Request and receive all the Tournament Reports from the managers within 3 weeks of the conclusion of each event.