



MPUMALANGA SCHOOLS HOCKEY ASSOCIATION

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Roles & Responsibilities for Regional Chairpersons

1. Elections must be held in each geographical region every second year before the end of September.
2. The bi-annual cycle resumes in September 2024.
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 email address.
5. Attend all Mpumalanga School's Hockey committee meetings.
6. Forward all relevant information to the schools in their region. This includes the notification for the AGM and any related information.
7. Organise 2 rounds of regional trials in their region according to the procedures for trials as set out in the bye-laws.
8. Ensure that all the schools in their region have received an invoice for trials payments and affiliation.
9. Follow up with each school regarding the payment of those invoices.
10. Organise a qualified umpire to attend Final Trials with each regional team.
11. Check the team files prior the first league game.
12. Organise a trials venue and conveners.
13. Summarise the cards allocated throughout the league and send it to the Boys & Girls Chairperson.