



**Revised April 2018**

## **The Role of the Convener**

Each age division (Squirt, Novice, Bantam) has a Convener appointed to it each year by the HGSL Board. The Convener role is something like that of a 'Commissioner' for that age division. The Convener also acts as a conduit for information between the HGSL and the coaches in his or her age division.

### **Convener Responsibilities**

#### Coaches' meeting

Each April, roughly three weeks prior to Opening Day, there is a Coaches' meeting for all the HGSL age divisions. The Convener must, if at all possible, attend this meeting. The normal format is for a general meeting of all the age divisions together to be held first. This part of the meeting covers matters of general application, such as scheduling, rain-out procedures, how to report scores, the HGSL website in general, etc.

Following the general meeting, the group is split up into break-out sessions for each age division, to go over the rules for that division (these vary slightly from division to division). The Convener should review the rules in detail prior to the Coaches' meeting, to be able to answer questions the coaches (some of whom might be new to the job) have about the rules. This break-out session is also a great opportunity for the coaches to introduce themselves to each other.

The Convener should also use his or her division's break-out session to make sure that all coaches' (including assistant coaches', if possible) contact information is obtained.

#### Sharing information

It is a good practice for the Convener to send out an email to all of the division's coaches as soon as possible after the Coaches' meeting. This email should contain all of the coaches' contact information, so that everyone will have this in one convenient

location for reference throughout the season. Likewise, the Convener will be expected to send out regular emails to his or her divisions coaches on a regular basis, providing updates on any matters of relevance to the division. The Convener should also keep close track of his/her incoming emails, to stay current of any coaches' concerns, or any incoming information from the HGSL.

### Opening Day

The Opening Day will be scheduled as part of the regular league schedule. Each team will play two games. The hosting Association will invoice a portion of the costs associated with the event (diamond rentals, umpire fees). The Convener should reach out to the coaches, reminding them bring game balls to the Opening game.

### Rained-out games

Almost every season, there are a few games that have to be rescheduled, usually because of weather conditions. The HGSL rules have a section setting out the process for rescheduling rained-out games. The Convener is not directly involved in this process, although he/she is supposed to be copied on all communications. The Convener should encourage all the division's coaches to follow the rescheduling process closely, since failure to do so often leads to confusion. If a coach is taking too long to reschedule a rained-out game, the Convener should intervene with that coach to move the process along.

### Reporting scores

It is the coaches' responsibility to report the scores of their teams' games as soon as possible following each game. This allows the website to accurately reflect how each team is doing. It is a simple process nowadays for the coaches to report scores promptly via an app, which the HGSL webmaster will have explained to everyone at the Coaches' meeting. Many coaches even enter the score before leaving the park following the game. If a coach is delaying entering his team's scores on the HGSL website, the Convener should intervene with that coach to do so.

### Protests

Although protests rarely occur, the HGSL rules do contain a protest process, which should be reviewed at the Coaches' meeting. The Convener's role in a protest is primarily to act as a conduit of information from the coaches involved to the HGSL Executive and vice versa. The Convener is not expected to participate in the Protest Committee, but might be asked to provide the Committee with information concerning the circumstances surrounding the protest.

### Playoff schedule

As soon as a playoff schedule has been determined, the Convener should communicate this to the division's coaches. Usually, a number of questions arise as a result of the playoff format and schedule, and the Convener should be prepared to answer these, or refer them to the HGSL Executive, as soon as possible and to circulate any answers among all of the division's coaches.

### Playoffs

The Convener for the division works collaboratively with the hosting Association to ensure that all requirements for Gala Weekend are prepared. Hosting Associations are responsible for booking diamonds; scheduling umpires; preparing diamonds; providing softballs; ensuring that food and drinks are available for players at each location and for the running of the event. In the event that the Convener is unable to attend the Gala Day, the Convener needs to ensure that there is one Tournament Convener available for the operation of the event. The Convener needs to ensure that awards have been received and are present at the Gala Day. At the completion of the tournament, all shared expenses are to be invoiced to the partnering Associations for reimbursement.