

The Role of the Convenor

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

Convenor Responsibilities

Coaches' meeting

Each April, roughly three weeks prior to Opening Day, there is a Coaches' meeting for all the HGSL age divisions. The Convenor 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 Convenor 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 Convenor 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 Convenor to send out an e-mail to all of the division's coaches as soon as possible after the Coaches' meeting. This e-mail 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 Convenor will be expected to send out regular e-mails to his or her divisions coaches on a regular basis, providing updates on any matters of relevance to the division. The Convenor should also keep close track of his/her incoming e-mails, to stay current of any coaches' concerns, or any incoming information from the HGSL.

Opening Day

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 Convenor is not directly involved in this process, although he/she is supposed to be copied on all communications. The Convenor 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 Convenor 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 Convenor 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 Convenor'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 Convenor 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 Convenor 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 Convenor 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