

## YSIBA Division Convenors

It shall be the responsibility of all participating associations [clubs] in the YSIBA to contribute to the pool of division convenors needed for each season.

Should the convenor be unavailable [on holidays?] for any reason, he/she is to designate a temporary replacement to handle the duties of the convenor.

### Convenors' Duties

1. To attend all possible YSIBA meetings from the time of his or her appointment until, and including, the annual General Meeting of that season.
2. To create and distribute a contact list of all coaches and team representatives within his/her particular division. This list will include a home phone number, a business phone number, a cell phone or pager number and an e-mail address [if available].
3. To ensure that all coaches within his/her division have received copies of all executive directives. These shall include: the Division Playing Regulations, the Notice to Coaches, Game Score Reporting Procedures and the Tie Breaking Procedures for final league standings and playoff games.
4. To collect all game scores as they are submitted by the coaches and upload them to the YSIBA web site.
5. To produce an updated, weekly copy of his/her division standings and either upload it to the web site or distribute amongst all division coaches.
6. To assist the team coaches in re-scheduling rained out or other-wise postponed games and thus ensure that all teams within the division attempt to complete their schedule prior to the playoffs.
7. To act as an independent, unbiased arbiter when issues arise within that division, attempt to resolve the issue[s] and report the results to the YSIBA president. He or she shall report any and all unresolved issues to the YSIBA for clarification.
8. To produce a written report for the AGM.