



## MANNING VALLEY HOCKEY ASSOCIATION

### Under 15 Girls State Tournament 21<sup>st</sup> to 23<sup>rd</sup> June 2019 Information for our Manager and Coach

Date for action	Action	Completed Yes/No
6 weeks prior 7 <sup>th</sup> May 2019	<p><b>REMINDER</b></p> <p>Check with Loretta Bennet if you require an invoice from Hockey NSW in order to make the \$608 team entry fee payment. If so, request an invoice from Hockey NSW via email <a href="mailto:championships@hockeynsw.com.au">championships@hockeynsw.com.au</a></p> <p>Check with Hockey NSW via their web page <a href="http://www.hockeynsw.com.au">the Memo of Changes to State Championship documents which can be found online at www.hockeynsw.com.au</a> and become familiar with the 2019 State Championship Operations Manual <a href="http://www.hockeynsw.com.au">www.hockeynsw.com.au</a></p>	
5 weeks prior 17 <sup>th</sup> May 2019	<p><b>TO HOCKEY NSW</b></p> <p>Check 2019 Field State Championship Operations Manual (FSC 1) for umpiring requirements at each state championship (Section 5.8).</p> <p><b>Pay Hockey NSW Invoice for team entry fees (\$608 non-refundable per team)</b> and retain a proof of payment i.e. a receipt if Direct Deposited, an email from RevolutioniseSPORT or a copy of a cheque.</p> <p><b>Submit Team Nomination Form online</b> with RevolutioniseSPORT and ensure it is complete with manager and umpire details for each team entering the specific state championships. <b>Teams will not be accepted into the championships if this form is not complete, and proof of payment has not been received.</b></p> <p><b>Check Player numbers</b> and place any requests for additional players or any available players seeking to play with another association team on the Hockey NSW PickUp Roster (see instructions in document FSC 12A).</p>	
4 weeks prior 24 <sup>th</sup> May	<p><b>REMINDER</b></p> <p><b>Check the Draw</b> published online at <a href="http://www.hockeynsw.com.au">www.hockeynsw.com.au</a> and follow the links to the State Championships page. <b>Team withdrawals after this time incur a fine of \$275.</b></p> <p>Receive the notification of court fees from Hockey NSW</p> <p>Check against Hockey NSW 2019 State Championship Operations Manual (FSC 1). <b>Ensure an Age Eligibility Waiver (SC 3)</b> is signed by parents where required and submitted to your Association Executive/Manager who will then pass the waiver onto Hockey NSW.</p> <p><b>Check with all players about their wishes to nominate for state team selection.</b></p> <p>Submit Umpire details for each team through the Revolutionise survey.</p>	
3 weeks prior 1 <sup>st</sup> June	<p>Receive Turf Fees and Umpire Levy Invoice from Hockey NSW. –Turf fees are calculated on the number of teams entered and number of turfs used. \$577.50 (inc. GST) Umpire Levy Fee. This will be charged to associations for U18 Boys, U18 Girls, Open Mens and Open Women’s Field State Championships</p> <p><b>Please Note that a fine of \$1000 is imposed on this MVHA if a non-playing umpire is not provided at the</b></p>	

	<b>championships.</b>	
2 weeks prior 7 <sup>th</sup> June	<p><b>TO HOCKEY NSW</b></p> <p>Submit Team Details for all players in each team, complete online in RevolutioniseSPORT ( See the 2019 State Championships Registration Instruction Manual)</p> <p>Submit State Team NON Selection Form available through the Hockey NSW Website to be completed. <b>Only required if you have players that do not wish to stand for selection</b></p> <p>Submit Player and Umpire Clearance Form (SC 14) to <a href="mailto:nathan.w@hockeynsw.com.au">nathan.w@hockeynsw.com.au</a> <i>Only required if players or umpires are playing for a different association acknowledging the Field State Championship Operation Manual.</i></p> <p><b>Liase with Association Treasurer to pay Hockey NSW Invoice for turf fees (within 7 days of invoice).</b></p> <p><b>Confirm Hockey NSW Invoice for turf fees. (within 7 days of invoice).</b></p> <p><b>Confirm availability of nominated umpire(s). If any changes are necessary, submit Amended Umpire Nomination Form (SC 5) online at <a href="http://www.hockeynsw.com.au">www.hockeynsw.com.au</a>.</b></p>	
7th June	<p><b>REMINDER</b></p> <p><b>Prepare participation Declaration and Age Waivers/Mouthguard Waivers and Code of Conduct Forms</b></p>	
1 week prior 14 <sup>th</sup> June	<p><b>TO HOCKEY NSW</b></p> <p><b>Payment of Turf Fees due.</b></p> <p><b>Check Team Detail Lists</b> .These can be changed online by completing the Amended Team Details Form. An Amended Team Details Form (FSC 11) can be handed to the Tournament Director <b>only</b> for any emergency changes made within the 24 hours prior to the championship.</p> <p>Check All team managers have read and understood Managers responsibilities. This can be found in 2016 Indoor State Championship Operations Manual (ISC 1) in Section1.2. A manual will also be available for Manager’s to use.</p> <p><b>Submit Hockey NSW Participant Declaration</b> Form online through RevolutioniseSPORT declaring that the following documents have been completed and signed by each participant. An Association Executive needs to complete and send this form back:</p> <ul style="list-style-type: none"> <li>➤ <b>Mouthguard Waivers (FSC 8)</b></li> <li>➤ <b>Code of Conduct Forms (FSC 6 &amp;7)</b></li> <li>➤ <b>Working with Children Check (SC 10) plus copy to secretary MVHA for their records</b></li> </ul> <p>The above individual forms do not need to be sent back to Hockey NSW, all forms are to go to the Association and an Association member needs to complete and submit the <b>Hockey NSW Participant Declaration Form online through RevolutioniseSPORT</b>. It is no longer a requirement for the association to send in copies of all completed forms to Hockey NSW nor send a copy to the State Championship as the completion of such forms has been affirmed by the associations’ declaration.</p> <p>Submit Age Eligibility Waivers (FSC 3</p>	
At championships	<p><b>Amended Team Details Form and Coaches Identification Form</b> to be handed in at Manager’s Meeting</p>	

Thank you for accepting the position as Manager of the MVHA Under15 Girls Representative Team for 2019. Please find above an outline of the due dates for forms to be submitted to HNSW. These forms can be submitted online at revolutioniseSPORT. We wish the team all the best for the tournament



**Manning Valley Hockey Association  
2019 Under 15 Girls Association Representative Team**

**Team Uniform /equipment Register**

Player's Name	Shirt Number	Size	Date Out	Date Returned
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

13.				
14.				
15.				
16.				

Comments: \_\_\_\_\_

\_\_\_\_\_

- It is strongly recommended that the Team Manager collect ALL uniform items from the players IMMEDIATELY after the last match, wash them and return to Brenda Meldrum within FIVE days of the last match. They may have to be used by other representative team.



**Manning Valley Hockey Association  
2019 Under 15 Girls Representative Team**

**Championship Report for Association's 2019 Annual Report ( To the Association Secretary)**

Match 1. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_  
\_\_\_\_\_

Goal Scorers: \_\_\_\_\_

Match 2. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_  
\_\_\_\_\_

Goal Scorers: \_\_\_\_\_

Match 3. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_  
\_\_\_\_\_

Goal Scorers: \_\_\_\_\_

Match 4. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_  
\_\_\_\_\_

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Goal Scorers: \_\_\_\_\_

Match 5. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_

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Goal Scorers: \_\_\_\_\_

Match 6. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ vs \_\_\_\_\_ Result: Win/Loss \_\_\_\_ goals to \_\_\_\_\_

Best Players: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Match Highlights: \_\_\_\_\_

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Team Photo/s