



FIELD STATE CHAMPIONSHIPS PACK INSTRUCTION GUIDE, DUE DATE PLANNER & FEE SCHEDULE

FIVE WEEKS PRIOR TO CHAMPIONSHIP

- **Check** Field State Championship Operations Manual (SC 1) for umpiring requirements at each state championship (Section 5.8).
- **Pay** Hockey NSW team entry fees (\$625.00 non-refundable per team) and retain a proof of payment i.e. a receipt if Direct Deposited, an email from RevolutioniseSPORT or a copy of a cheque. Team Entry and Umpire Levy fees will be combined for the Opens and Under 18s. The total Entry Fee will be \$1250.00. If paying online via a credit card please use the discount code SCN15 to receive \$15.00 off your nominations.
- **Submit** Team Nomination Form online with RevolutioniseSPORT and ensure it is complete with manager details for each team entering the specific state championships. **Teams will not be accepted into the championships if this form is not complete, and proof of payment has not been received.**

FOUR WEEKS PRIOR TO CHAMPIONSHIP

- **Receive** the notification of turf fees from Hockey NSW
- **Check** each player's age eligibility against Hockey NSW State Championship Operations Manual (SC 1). Ensure an Age Eligibility Waiver (SC 3) is signed by parents where required and submitted to your Association Executive/Manager who will then pass the waiver onto Hockey NSW.
- **Check** With all players about their wishes to nominate for state team selection.
- **Submit** Umpire details for each team through the Revolutionise survey.

TWO WEEKS PRIOR TO CHAMPIONSHIP

- **Submit** Team Details for all players in each team, complete online in RevolutioniseSPORT
- **Submit** State Team NON Selection Form available through the Hockey NSW Website to be completed. *Only required if you have players that do not wish to stand for selection.*
- **Submit** Player Clearance Form (SC 14) to nathan.w@hockeynsw.com.au
Only required if players playing for a different association acknowledging the Field State Championship Operation Manual.
- **Pay** Hockey NSW Invoice for turf fees. (within 7 days of invoice).
- **Confirm** Availability of nominated umpire(s). If any changes are necessary, submit email to nathan.w@hockeynsw.com.au or zeke.n@hockeynsw.com.au.



FIELD STATE CHAMPIONSHIPS PACK INSTRUCTION GUIDE, DUE DATE PLANNER & FEE SCHEDULE

ONE WEEK PRIOR TO CHAMPIONSHIP

- **Check** Team Detail Lists – these can be changed online through the revolutioniseSPORT portal up to 24 hours prior to the championship. Any further changes must be communicated the Tournament Director at least 90 minutes prior to your teams for match at the Championships.
- **Check** All team managers will need to download and familiarise themselves with the Managers Meeting paperwork which can be found on the [Competitions Page](#) on the Hockey NSW website.
- **Confirm** Hockey NSW Participant Declaration Form has been completed, declaring that the following documents have been completed and signed by each participant and are in the Association’s possession, an Association Executive needs to complete and send this form back:
 - Mouthguard Waivers (SC 8)
 - Code of Conduct Forms (SC 6 &7)

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 forms through email or at the Managers meetings. It is no longer a requirement 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.
- **Submit** Age Eligibility Waivers (SC 3) to nathan.w@hockeynsw.com.au

Penalties:

- A fine of \$275 (inc GST) will be incurred by associations withdrawing teams after the draw is published.
- A fine of \$550 (inc GST) will be incurred by associations who fail to attend a championship without providing official notice in writing of their withdrawal.
- A fine of \$1000 (inc GST) will be incurred by associations who fail to provide a non-playing umpire at a championship.

N.B. Please note all these fees are non-refundable or transferable.