



2018 FIELD STATE CHAMPIONSHIPS PACK INSTRUCTION GUIDE, DUE DATE PLANNER & FEE SCHEDULE

The 2018 Field State Championships Pack found at www.hockeynsw.com.au contains all the information necessary for competitors in the Hockey NSW 2018 Field State Championship season.

Users of the Championships Pack should follow this easy, step-by-step guide referencing the ID numbers for documents to be reviewed and completed and the due dates for important actions.

SIX WEEKS PRIOR TO CHAMPIONSHIP

- **Check** with your Treasurer if they require an invoice from Hockey NSW in order to make the \$595.00 team entry fee payment.
- **Check** the Memo of Changes to State Championship documents which can be found online at www.hockeynsw.com.au and become familiar with the 2018 State Championship Operations Manual.

FIVE WEEKS PRIOR TO CHAMPIONSHIP

- **Check** 2018 Field State Championship Operations Manual (SC 1) for umpiring requirements at each state championship (Section 5.8).
- **Pay** Hockey NSW Invoice for team entry fees (\$595.00 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 \$1190.00
- **Submit** Team Nomination Form online with RevolutioniseSPORT and ensure it is complete with manager and umpire 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 court fees from Hockey NSW
- **Check** each player's age eligibility against Hockey NSW 2018 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.

TWO WEEKS PRIOR TO CHAMPIONSHIP

- **Submit** Team Details for all players in each team, complete with National ID no. online in RevolutioniseSPORT
- **Submit** State Team Selection NON Form (SC 4) to nathan.w@hockeynsw.com.au
Only required if you have players that do not wish to stand for selection.



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- **Submit** Player and Umpire Clearance Form (SC 14) to nathan.w@hockeynsw.com.au
Only required if players or umpires are playing for a different association acknowledging 2018 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 Amended Umpire Nomination Form (SC 5) online at www.hockeynsw.com.au.

ONE WEEK PRIOR TO CHAMPIONSHIP

- **Check** Team Detail Lists – these can be changed online by completing the Amended Team Details Form. An Amended Team Details Form (SC 11) can be handed to the Tournament Director **only** for any emergency changes made within the 24 hours prior to the championship.
- **Check** All team managers have read and understood Managers responsibilities. This can be found in 2017 State Championship Operations Manual (SC 1) in Section 5.4. A manual will also be available for Manager's to use.
- **Submit** Hockey NSW Participant Declaration Form online through RevolutioniseSPORT 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)
 - Working with Children Check (SC 10)

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 **Hockey NSW Participant Declaration Form online through RevolutioniseSPORT**. 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 championships@hockeynsw.com.au



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2018 Hockey NSW State Championships Dates

2018 Field State Championship Due Dates

CHAMPIONSHIP	CHAMPIONSHIP DATE	TEAM NOMINATION FORM & PAYMENT DUE	TEAM DETAILS/ SELECTION DUE	PARTICIPATION DEC & AGE WAIVERS DUE & SEND OUT PLAYER COACH FORM
		5 WEEKS OUT	2 WEEKS OUT	1 WEEK OUT
U18 Girls	4-6 May	30th March	2th April	27th April
U18 Boys	11-13 May	6th April	27th April	4th May
U15 Girls	25-27 May	20th April	11th May	18th May
Open Men	9-11 June	4th May	25th May	1st June
Open Women	9-11 June	4th May	25th May	1st June
U15 Boys	22-24 June	18th May	8th June	15th June
U13 Girls	5-8 July	1st June	22nd June	29th June
U13 Boys	12-15 July	8th June	29th June	6th July
Coffs Harbour C.ex Group Women's Masters North	27-29 July	19th May	6th July	
Women's Masters South	27-29 July	19th May	6th July	

2018 Hockey NSW Field State Championships Fee Schedule

Please see below the fee schedule outlining when payments are due for the 2018 Hockey NSW State Championships.

Five weeks prior to Championship

- Hockey NSW Invoice for team entry fees (\$595.00 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 \$1190.00.

Three weeks prior to Championship

- Receive Turf Fees Invoice from Hockey NSW.
 - Turf fees are calculated on the number of teams entered and number of turfs used.

One week prior to Championship

- Payment of Turf Fees due.

Your co-operation in meeting these deadlines is appreciated.

Should any of these deadlines not be met, Hockey NSW reserves the right to exclude teams from participating in their nominated championships.



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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.