



# INDOOR STATE CHAMPIONSHIPS PACK

## INSTRUCTION GUIDE, DUE DATE PLANNER & FEE SCHEDULE

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.

### FOUR WEEKS PRIOR TO CHAMPIONSHIP

- **Check** Indoor State Championship Operations Manual (ISC 1) for umpiring requirements at each state championship (Section 5.8).
- **Pay** Hockey NSW Invoice for team entry fees (\$615.00 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.
- **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.** You will also need to submit the umpire(s) information to Hockey NSW.

### THREE WEEKS PRIOR TO CHAMPIONSHIP

- **Download** the Draw published online at [www.hockeynsw.com.au](http://www.hockeynsw.com.au) and follow the links to the State Championships page. Team withdrawals after this time incur a fine of \$275.
- **Receive** the notification of court fees from Hockey NSW
- **Check** each player's age eligibility against Hockey NSW State Championship Operations Manual (ISC 1). Ensure an Age Eligibility Waiver (ISC 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 List for all players in each team, complete with National ID no. online in RevolutioniseSport
- **Submit** State Team NON Selection Form (ISC 4) to [corey.d@hockeynsw.com.au](mailto:corey.d@hockeynsw.com.au) *Only required if you have players that do not wish to stand for selection.*
- **Submit** Player and Umpire Clearance Form (ISC 15) to [james.b@hockeynsw.com.au](mailto:james.b@hockeynsw.com.au) *Only required if players or umpires are playing for a different association acknowledging Indoor State Championship Operation Manual (ISC 1), Section 6.2.*
- **Pay** Hockey NSW Invoice for court fees (within 7 days of invoice).
- **Confirm** Availability of nominated umpire(s). If any changes are necessary, submit Amended Umpire Nomination Form (ISC 5) online at [www.hockeynsw.com.au](http://www.hockeynsw.com.au).



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### 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 (ISC 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 the Indoor State Championship Operations Manual (ISC 1) in Section 5.4
- **Submit** An Association Executive needs to complete and send this form back:
  - Mouthguard Waivers (ISC 8)
  - Code of Conduct Forms (ISC 6 & 7)
  - Member Protection Declaration (ISC 10A & B)

The above individual forms do not need to be sent back to Hockey NSW, all forms are to go to the Association.
- **Submit** Age Eligibility Waivers (ISC 3) to [james.b@hockeynsw.com.au](mailto:james.b@hockeynsw.com.au)

### 2023 Hockey NSW State Championships Dates

CHAMPIONSHIP	VENUE	CHAMPIONSHIP DATE	ASSOCIATION TEAM NOMINATIONS DUE
<b>Opens Womens</b>	<b>Goulburn</b> Veolia Arena	27-29 October 2023	22 September 2023
<b>Open Mens</b>	<b>Goulburn</b> Veolia Arena	3-5 November 2023	29 September 2023
<b>Under 13s</b> Girls - Fri - Sun Boys - Sat - Mon	<b>Orange</b> PCYC Orange	10-13 November 2023	6 October 2023
<b>Under 15s</b> Girls - Fri - Sun Boys - Sat - Mon	<b>Orange</b> PCYC Orange	24-27 November 2023	20 October 2023
<b>18 Girls</b>	<b>Goulburn</b> Veolia Arena	1-3 December 2023	27 October 2023
<b>18 Boys</b>	<b>Goulburn</b> Veolia Arena	8-10 December 2023	3 November 2023
<b>Masters Women</b>	<b>Goulburn</b> Veolia Arena	2-4 February 2024	5 January 2024
<b>Masters Men</b>	<b>Wollongong</b> Illawarra Indoor Hockey Stadium	9-11 February 2024	5 January 2024



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### 2023 Hockey NSW Indoor State Championships Fee Schedule

Please see below the fee schedule outlining when payments are due for the 2023 Hockey NSW Indoor State Championships.

#### **Five weeks prior to Championship**

- \$615.00(inc. GST) Team Entry Fee for each team entered. This is non-refundable and proof of payment is required when submitting the Team Nomination Form. Team nominations will not be accepted without proof of payment.

#### **Three weeks prior to Championship**

- Receive Court Fees from Hockey NSW.
  - Court fees are calculated on the number of teams entered and number of courts used

#### **One week prior to Championship**

- Payment of Court Fees Invoice 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.***

#### **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.***