

# THE HONG KONG HOCKEY ASSOCIATION WOMEN'S SECTION 2020/21 WINTER LEAGUE

## CHECKLIST:

### **BY FRIDAY, 16 OCTOBER 2020 AT 5PM**

Please do the following:

- Complete the online registration form <https://docs.google.com/forms/d/1qEvfUAezkH4TRz15ODIs1GVg4UUuYl8n6mqDu-Pp8g4/edit?usp=sharing> to join the league on or before **Friday, 16 October 2020 at 5pm.**
- Complete **two separate payments** for your league fees and your administration fees. There are now two options:
  - (a) Send a cheque for your Team Registration Fee(s) and another cheque for the Club Affiliation Fee and Administration Fee(s) payable to The Hong Kong Hockey Association; or
  - (b) make two payments online for such fees to HSBC 658-117643-838 (The Hong Kong Hockey Association) on or before **Friday, 16 October 2020 at 5pm.**
- Send an email to [nicolechan@hockey.org.hk](mailto:nicolechan@hockey.org.hk) & [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk) with the following information **on or before Friday, 16 October 2020 at 5pm:**
  - **Evidence of Payment** – image of payment receipts of ATM, deposit or online payments in the abovementioned account or copies of the two cheques evidencing two separate payments
  - **Kit Design** - If you are a new club or your team(s) kit has changed since the 2019/20 season, designs and colours of the 2 sets of playing uniform (including socks, skirts/skorts and shirts).

## **FIXTURES**

- Saturday, 7 November 2020** is the expected start date for the Winter League.
- Draft fixtures will be issued as soon as possible.
- Final fixtures for the first half of the season will be issued before the 2020/21 Winter League commences.

## **REGISTRATION**

- Club convenors must ensure for their records that the email address provided for each currently registered player is correct and valid.
- A key change is that every player (or their legal guardian) has to complete an online registration individually.
- Details on how returning players and new players will be registered in the new website will be provided separately.
- Players must be registered **before** they play their first match, including any overseas player registrations.
- Registrations should be completed on the HKHAWWS website **before 6:00pm on Monday, 2 November 2020** to allow time for processing.  
NB: Any changes, including additional player registrations, **MUST** be finalised before noon two (2) days before their first match (i.e. noon on Thursday for a Saturday game).
- All players are required to wear numbered shirts and appropriate kit.

## **CONVENORS' MEETING**

- A pre-season Club Convenors' meeting is tentatively scheduled to take place on **Friday, 23 October 2020** at 7.30 pm via zoom. Details will be sent out separately.

# THE HONG KONG HOCKEY ASSOCIATION WOMEN'S SECTION 2020/21 WINTER LEAGUE

## Invitation to Register for the HKHAWS 2020/21 Winter League

Dear Club Convenors

Applications are now invited from Affiliated Clubs who wish to have teams considered for entry into the Hong Kong Hockey Association Women's Section 2020/21 Winter League.

Please complete the online registration form <https://docs.google.com/forms/d/1qEvfUAezkH4TRz15ODIs1GVg4UUuYl8n6mqDu-Pp8g4/edit?usp=sharing> and ensure *both payments are made separately* on or before **Friday, 16 October 2020**.

The payments consist of (a) a Team Registration Fee for each team registered and (b) a Club Affiliation Fee for each club together with an administration fee for each team registered. These can be made by (i) two cheques made payable to "The Hong Kong Hockey Association" or (ii) or two transfer payments to HSBC 658-117643-838 (The Hong Kong Hockey Association) to be made on or before **Friday 16 October 2020** and email evidence of such payments to [nicolechan@hockey.org.hk](mailto:nicolechan@hockey.org.hk) & [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk) by such date.

*IN ACCORDANCE WITH CIRCULAR NO.3 TOTAL PAYMENTS WILL BE SPLIT INTO 2 INSTALMENTS AND WILL BE DISCOUNTED. PLEASE NOTE THE TIMING FOR THE FIRST PAYMENT HAS BEEN ACCELERATED FROM WHAT WAS IN THE CIRCULAR TO ENSURE WE ARE ABLE TO FINALISE FIXTURES*

### **1/ FEES**

#### **1<sup>st</sup> Instalment:**

1<sup>st</sup> instalment of fees for the forthcoming season payable by **Friday 16 October 2020** will be as follows:

#### **First Payment**

100% of League Fees (Team Registration Fee) \$750 (*per team*)

#### **Second Payment**

##### **Administration Fees**

(i) 100% of Club Affiliation Fee \$750 (*per club*)

PLUS

(ii) 50% of Administration Fee \$4,400 (*per team*)

*Please note that if a Club pays the above fees aggregated into a single payment, such payment will not be accepted by the HKHA.*

Calculations are set out below:

### **FIRST PAYMENT - LEAGUE FEES**

No. of teams	Total Payable
1	\$750
2	\$1,500
3	\$2,250
4	\$3,000
5	\$3,750
6	\$4,500
7	\$5,250
8	\$6,000

### **SECOND PAYMENT - ADMINISTRATION FEES**

No. of teams	Club Affiliation Fee	Administration Fee	Total Payable
1	\$750	\$4,400	\$5,150
2	\$750	\$8,800	\$9,550
3	\$750	\$13,200	\$13,950
4	\$750	\$17,600	\$18,350
5	\$750	\$22,000	\$22,750
6	\$750	\$26,400	\$27,150
7	\$750	\$30,800	\$31,550
8	\$750	\$35,200	\$35,950

#### **2<sup>nd</sup> Instalment:**

2<sup>nd</sup> instalment of fees to be paid by **Friday 8 January 2021** will be as follows:

50% of Administration Fee

\$4,400 (*per team*)

### **SECOND INSTALLMENT - REMAINING ADMINISTRATION FEE**

No. of teams	Total Payable
1	\$4,400
2	\$8,800
3	\$13,200
4	\$17,600
5	\$22,000
6	\$26,400
7	\$30,800
8	\$35,200

A fine of HK\$1,000 may be imposed on any Affiliated Club whose full affiliation and administration fees are not received by this date. Non payment may also affect your right to commence your league games.

Note that **ANY outstanding fines** incurred during the 2019/20 season **MUST be paid** on or before 16 October 2020 or your Affiliated Club may not be accepted for entry in the 2020/21 Winter League.

## 2/ **SQUAD SIZE**

- The minimum number of players that may be registered in a team is 15 players. Should you have any concerns about meeting this requirement please contact the HKHAWS by **2pm on Thursday, 15 October 2020** so that the Committee may consider any potential dispensations on a case by case basis prior to the payment deadline.
- Should you wish to register more than 22 players in a squad, you may do so (for any team) provided that you pay an amount of HK\$300 per player. However, please note that we shall not accept more than 30 players registered for a single squad.

## 3/ **KIT**

If you are a new club or your team(s) kit has changed since the 2019/20 season please send an email to [nicolechan@hockey.org.hk](mailto:nicolechan@hockey.org.hk) & [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk) with the designs and colours of the 2 sets of playing uniform (including socks, skirts/skorts and shirts) on or before Friday 16 October 2020 for committee's approval.

It is important that your second strip is in complete contrast to your first strip, including your socks. Please note that white socks are NOT ENCOURAGED. A fine of \$500 shall be imposed for Affiliated Clubs who do not advise their second strip.

## 4/ **REQUESTS FOR POSTPONING MATCHES**

As per Bye-laws 11.9 and 11.10, requests must be received by the HKHAWS, in writing, at least fourteen (14) days before the scheduled date of the match; and such requests will only be considered when accompanied by a non-refundable cheque for HK\$1,000. Please note that such requests are strongly discouraged as it will be extremely difficult to cater for such requests this season.

## 5/ **WALKOVERS**

Should your team be in a situation that they declare a walkover, please note that fines apply and we would like to draw your attention to Bye-law 11.6 of the HKHAWS Competition Bye-laws.

Please be reminded that walkovers are not encouraged and will automatically result in Affiliated Clubs being fined and potentially subject to other penalties as set out in the Competition Bye-laws.

Should one of your teams have an insufficient number of players (i.e. less than 8), please inform the HKHAWS as soon as possible by email (with an explanation as required by the above Bye-law) **and** by telephone – preferably by 1.00 pm on the Friday before the Saturday game and by 1.00 pm on the day before a mid-week game.

In the event of a walkover being given, umpiring duties are still to be undertaken if the team has an assigned duty and fines shall be applied for no-shows. It is your duty to

ensure that everyone knows that the game is not taking place and to notify the following:

- Captain of the opposition,
- Club Convenor for team you are giving walkover to,
- Club Convenors for teams that may have an umpiring duty for the game that is being cancelled.

**6/ CLUB CONVENORS' MEETING**

A pre-season Club Convenors' meeting is tentatively scheduled for Friday 23 October at 7.30 pm by zoom. Details will be sent out separately together with a Convenors' Circular.

**7/ CLUB CONVENORS' CONTACT INFORMATION & CLUB DETAILS**

Please send an email to [nicolechan@hockey.org.hk](mailto:nicolechan@hockey.org.hk) & [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk):

- if there are any changes from the Club Convenor details provided in the online pre-registration questionnaire completed by all clubs in July.
- if you are a new club or if there are any changes to the existing details, your Club's full name, website, email address and bank account name and bank account details.

**NB:** The HKHAWS will only entertain correspondence from the Club Convenor or nominated alternative contact.

We hope that all of the above is clear, but if you have any questions please do not hesitate to contact us at [hkhaws@hockey.org.hk](mailto:hkhaws@hockey.org.hk).

We look forward to hearing from you soon.

The Hong Kong Hockey Association  
Women's Section

**ENCLOSED FORMS**

CHECKLIST – Important Dates