



23 June 2014

Dear Club Convenors,

Winter League 2014/15 - Team Entries & Player Registration

Your club is hereby invited to enter teams in the HKHA Men's League for 2014/15. Enclosed are:

- | | |
|--------|------------------------------|
| Form A | Club Registration form |
| Form B | New Player Registration form |
| Form C | Player Re-registration form |

(These forms can also be downloaded from the HKHA website www.hockey.org.hk)

Player Registration

Please note the following registration procedures:

1. Player re-registration form (Form C) and new player registration form (Form B) must be completed with signature and submitted to the HKHA office and upload to the online registration system respectively. **All players, including both new players and re-registered players, are required to upload a passport sized photo to the on-line registration system via their convenors. The photo must be in high resolution (300dpi or above) with clear facial image in JPEG format.** Form submission, photos and document uploading and any changes of player details, have to be done **on or before 15 Aug 2014**. Any submission received after deadline may only be processed after HKHA has completed the processing of all applications that are submitted before the deadline that **may result in some players not able to play at the start of the season due to incomplete processing of their registrations.**
2. All new players must complete and sign the New Player Registration Form (Form B) as well as provide a clear and high resolution copy of the HKID card or Passport (in the case of a visiting player) and a passport sized photo for uploading to the online registration system. Missing documents/photos or any format does not follow with the above will not be accepted and may cause of delay of completion of registration process.
3. The Player Re-Registration Form (Form C) is used ONLY for players who have registered with HKHA before, clubs have to ensure player's passport sized photos is

uploaded to the online system or will cause of delay of the completion of registration process.

4. For re-registration of players who have not registered for the season 2010 - 2014, submission of their ID card copies are mandatory.

Note: The above procedures apply to pre-season registration only. Any subsequent changes of shirt numbers and transfer of players during the season must be notified to the HKHA office in writing.

5. Submit ONE COPY of FORM "C" for EACH TEAM.
6. For visiting players, the Convenor has to submit the complete passport details with visa (if applicable) and date of entry into and out of Hong Kong.

To ensure proper enforcement of the player verification process by the umpires, it is a mandatory requirement for the team captains to provide the updated hard copies of the player lists with players' pictures issued by the HKHAMS to the umpires/match officials for checking before the start of each match. The players are required to show their ID cards to umpires/match officials if the players' lists are not available. Players who fail the verification process may be banned from playing for their teams.

Code of Conduct

Please be reminded that the Code of Conduct of the HKHA (a copy of which is attached) is applicable for participants at any HKHA league game, tournaments or tour or other events approved by the HKHA. You should bring this to the attention of all your players, team management, coach and coaching staff and medical staff.

For easy reference, please refer to the following table regarding the documents needed and relevant deadlines for player registration to be updates and submit to HKHA:

<u>During season start period</u>	Re- Reg Form (Form C)	New Player Reg Form (Form B) (upload to system)	Player's Photo (upload to system)	HKID Copy (upload to system)	Passport Details (with visa –if applicable and immigration Stamp page)
Current Player who registered in 10-14 season re-registers without any changes	√ By mail or email		√		
Current Player who registered in 10-14 season re-registers with changes of shirt no.	√ old # has to be stated - By mail or email		√		
Current Visiting Player who have registered in 10-14 season re-register without any changes (HKD300 to be debited at season end)	√ - By mail or email		√		√ upload
Current visiting player who changes his status to permanent player upon re-registration	√ - By mail or email		√	√ upload	
Player transfer to other Club (Before season start) (1) Inform HKHA player's registered club last season (2) Submit new registration form (3) ID card copy or passport copy (in case did not register during 10-14 season)		√ - By mail or email	√ - By mail or email	√ - By mail or email	√ - By mail or email
Registered visiting player who wants to change his status to permanent player (HKD300 to be debited at season end)		√ upload and send email to HKHA		√ upload	
Registered Visiting Player who will change his shirt no. (1) <i>Official confirmation letter with player's old and new shirt# and details should be provided by post or email</i> (2) <i>cheque of HKD100 re. handling fee must be submitted upon application</i>					

	Re- Reg Form (Form C)	New Player Reg Form (Form B) (upload to system)	Player's Photo (upload to system)	HKID Copy (upload to system)	Passport Details (with immigration Stamp page)
Registered Player changes his shirt no. (1) <i>Official confirmation letter with players old and new shirt# and details should be provided by post or email</i> (2) <i>Cheque of HKD100 re. handling fee must be submitted upon application</i>					
Registered Player transfer to other Club (on or before 30 Nov 2014) (1) Release letter of players current club (2) Official Confirmation letter of player's full details i.e. name, shirt # and team from the new club should be provided (3) <i>Cheque of HKD300 re. transfer Fee must be submitted upon application</i>					
New player		√ upload	√ upload	√ upload	
New Visiting Player (1) Guaranteed letter – play min. 5 games (2) HKD300 to be debited		√ upload	√ upload		√ upload

Note: (1) If there are any outstanding documents, details or fees, the application will not be processed.

(2) The forms, ID and passport copy as well as photos should be clear and in good resolution.

***** Player's photos requirement: passport size photo (shoulder shown) with minimum resolution of 300dpi under 250kb in size.*****

Should there be any inquiries, please feel free to contact us by email bonniyeung@hockey.org.hk or by phone at 2782-4932.

Tony Ng
 Hon. Secretary
 HKHAMS