



17 July 2017

Dear Club Convenors,

### Winter League 2017/18 - Club & Player Registrations

Your club is hereby invited to enter teams in the HKHA Men's League for 2017/18. 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](http://www.hockey.org.hk))

### Player Registration

Please note the following pre-season registration procedures:

1. Player re-registration form (Form C) and new player registration form (Form B) must be signed, completed and submitted to the HKHA office and uploaded 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 club convenors. The photo must be in high resolution (300dpi or above) with clear facial image in JPEG format.** The submission of forms, photos and documents and the uploading of any changes to players' details must be completed **on or before 7 August 2017** to ensure that clubs and players are registered to play at the start of the season. **Registration after that date may result in some players not being 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 photos not conforming with specifications (e.g. a forward facing jpeg photograph of 300dpi or higher resolution) will not be accepted and will likely cause a delay in the registration process.
3. The Player Re-Registration Form (Form C) is used **ONLY** for players who have registered with the HKHAMS before. Please can clubs ensure that players' passport sized photos are uploaded to the online system, otherwise there will again likely be a delay in the registration process.

4. For re-registration of players who have not registered since the 2011 – 2012 season, the submission of copies of their HKID cards is mandatory.
5. Please submit ONE COPY of FORM “C” for EACH TEAM.
6. For visiting players, please submit all relevant passport and visa details (if applicable), including the date of entry into and out of Hong Kong.

Notwithstanding the use of e-match cards, to ensure that umpires can verify the identity of players, it is mandatory for team captains to provide to the umpires/match officials for checking before the start of each match updated hard copies of the player lists with players’ pictures issued by the HKHAMS. Players are required to show their HKID cards to umpires/match officials, if the player lists are not available. Players who are not verified as registered players will not be allowed to play.

Please note that any subsequent changes of shirt numbers and transfers of players after the start of the season must be notified to the HKHA office in writing.

### **Code of Conduct**

Please bring to the attention of all your players, team management, coaching and medical staff and supporters the HKHA Code of Conduct applicable for participants at any HKHA league game, tournaments or tour or other events approved by the HKHA.

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

<b><u>During season start period</u></b>	<b>Re- Reg Form (Form C)</b>	<b>New Player Reg Form (Form B) (upload to system)</b>	<b>Player's Photo (upload to system)</b>	<b>HKID Copy (upload to system)</b>	<b>Passport Details (with visa –if applicable and immigration entry sticker)</b>
Current Player who has been <b>registered during 2011-17 seasons re-registers</b> without any changes	√ By mail or email		√		
Current Player who has been <b>registered during 2011-17 seasons re-registers</b> with changes of shirt no.	√ old # has to be stated - By mail or email		√		
Current Visiting Player who has been <b>registered during 2011-17 seasons re-register</b> 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 <b>re-registration</b>	√ - By mail or email		√	√ upload	
Player transfer to other Club (Before season start)  (1) Inform HKHA player's former registered club name (2) Submit re-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
<b>Registered</b> 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	
<b>Registered</b> 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 (detail page and immigration Stamp/ sticker page)
<b>Registered</b> 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>					
<b>Registered</b> Player transfer to other Club (on or before 30 Nov 2017)  (1) Release letter from 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) play min. 5 games (2) HKD300 to be debited at season end  (4) NOC letter from the association of player's original country (For premier Division only)		√ upload	√ upload		√ upload

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

**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 and under 250kb in size.\*\*\***

Should there be any enquiries, please feel free to contact us by email [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk) or by phone at 2782-4932.

Richard Mak  
Hon. Secretary  
HKHAMS

