

Manning Valley Hockey Association

Representative Team Procedure Manual with Support Documentation



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Manning Valley Hockey Association Representative Team Selection Procedures “General”

MVHA will call for nominations for the following positions for each Field Representative team in January each year:

- **Selectors of each Representative Team Field**
- **Coaches of each Representative Team Field**
- **Managers/ Assistant Managers (if required) of each Representative Team Field**

MVHA will call for nominations for the following positions for each Indoor Representative team in July each year:

- **Selectors of each Representative Team Indoor**
- **Coaches of each Representative Team Indoor**
- **Managers/ Assistant Managers (if required) of each Representative Team Indoor**

- The Association will publicise for Expressions of Interest for the above positions via the following methods – Association meetings, the Association Revolutionise Web Site and the Manning Valley Hockey Association Facebook Page
- The closing date for nominations for these positions will be as advertised by Manning Valley Hockey Association Inc.
- Applications must be completed via the Manning Valley Hockey Association Revolutionise Website Event page:
<https://www.revolutionise.com.au/mvha/events/list/>
- Once received applications for Coaches and Manager/ Assistant Manager Positions will be given to the MVHA Representative Committee for consideration.
- The MVHA Representative Committee will provide recommendations to the Manning Valley Hockey Association Board of Management for approval.
- Once selection for Coaches, Manager/Assistant Manager and Selector Positions is finalised & endorsed by the relevant selection committee and ratified by the Board of Management. Letters confirming selection and non-selection will be emailed to all Coaches, Managers & Selectors who nominated.
- State Championship Representative Field teams will consist of a minimum of Thirteen (13) and a maximum of sixteen (16) players.
- Once a team has been selected, finalised & endorsed by the relevant selection committee and ratified by the Board of Management. Letters confirming selection and non-selection will be emailed to all players who trialled.

- All further discussion or complaints regarding team selection must be in writing and forwarded to the MVHA Secretary. The letter must include supporting evidence.
- Players who have been selected in a Representative Team will be given notification of all costs involved in competing at the Championship for which they have been selected a minimum of four weeks prior to the Championship.

Field Championships Team Selections

- A player that can be considered for selection for any age groups in which they are eligible. This is to ensure MVHA will be sending to the championships its strongest team possible.

If a player wishes to play outside their age division they must sign a Hockey NSW State Championships Age Eligibility Waiver Form which is due to Hockey NSW one week prior to the Championships.

<https://cdn.revolutionise.com.au/cups/hockeynsw/files/glymmmqcab9jioj1.pdf>

- A player or Umpire wishing to compete at a NSW State Championship with another Association MUST COMPLETE a Hockey NSW Umpire & Player Clearance Form.

Indoor Championships Team Selections

- All teams that represent Manning Valley Hockey Association at Indoor Championship in will be under the direct control of Manning Valley Hockey Association.
- **All Coaches & Managers** for Indoor teams representing Manning Valley Hockey Association will be appointed by MVHA as per Field teams.
- Players who wish to be considered for MVHA Indoor representative teams must nominate and trial. Appropriate selectors will then select the squads.
- Once a team has been selected, finalised & endorsed by the relevant selection committee and ratified by the Board of Management letters confirming selection and non-selection will be emailed to all players who trialled.
- All further discussion or complaints regarding team selection must be in writing and forwarded to the MVHA Secretary. The letter must include supporting evidence.



Manning Valley Hockey Association

Representative Team

Selection Procedures

“General”

- It is the responsibility of the MVHA Representative Committee to provide recommendations to the MVHA Board of Management on appointments for Coaches, Managers & Selectors positions, from the applications received for each Representative Age Division Team.
- If a situation arises where a decision cannot be reached by the committee as to the most suitable candidate for a position, the MVHA Board of Management has the final vote.

The following will apply:

- **Three Selectors** will be chosen for each age divisions. This will be based on –

1. [Qualifications.eg](#) Previous experience in carrying out selection.
2. Request of preferred age group.
3. Formal [qualifications.eg](#) Accreditations.

- **Coaches** of each aged divisions will be based on –

1. [Qualifications.eg](#) previous experience Coaching.
2. Formal [qualifications.eg](#) Accreditations.

- **Managers** of all aged divisions will be based on –

1. Experience.
2. Formal [qualification.eg](#) Accreditations.
3. HNSW specific requirements.

- **All successful appointees for Representative Coach and Manager for the upcoming season will form part of the Manning Valley Hockey Representative Committee for that season.**



Manning Valley Hockey Association

Representative Team Selection Procedures

“Selector”

- Elected Selectors must attend all team selection trials – if you are unable to attend a scheduled trial date, due to unforeseen circumstance, you must notify the nominated Team Coach or the Secretary in writing, as soon as possible, stating your reasons.
- It is the responsibility of the selectors appointed by the Manning Valley Representative Committee to perform the following:
 - Ensure the selection process will provide the best teams to represent MVHA at Championships.
 - Select players based on skill, fitness, knowledge, attitude and teamwork abilities.
 - Demonstrate confidentiality in the team selection process.
 - Allow all players sufficient field time to demonstrate their capabilities to meet the selection guidelines at team selection sessions.
 - **Ideally a selector should not be a parent of any child trialing for the team they are selecting for.** All conflict of interest must be declared prior to selection trials taking place and recorded on the player's profile/ assessment sheet.
 - Must use player profile / assessment sheets to justify player selections.
 - Before the commencement of the selection process must inform players /coaches/ parents / any interested persons of the Manning Valley Hockey Association Inc. Code of Conduct
 - Once a team has been selected & finalised the Team Selection Sheet must be completed and signed by all selectors and then forwarded to the Secretary of MVHA. The team list is to be kept confidential until the selected team has been ratified & endorsed by the MVHA Board of Management and released to the players who trialed.
 - Provide verbal feedback to all players who trialed, highlighting areas of strength, and suggestions for improvement.
 - Demonstrate equitable and professional behavior during team selection trials and associated duties.
- Once approved at the Representative Committee meeting to become a selector. Each Selector is to provide the MVHA Board with a completed NSW Working with Children Check for Volunteer/Student Declaration Form. [See Support Documentation] within 14 days.



Manning Valley Hockey Association Junior Representative Team Selection Procedures “Coach”

- To apply for a position of Coach of a Manning Valley Hockey Association Representative Team, the applicant must:
 - Hold Hockey Australia Community Coach Qualification. Accreditation can be obtained via Hockey Australia Web Site – <http://www.hockey.org.au/index.php?id=204>
 - Demonstrate that their coaching credentials meet the requirements for the team they will coach.
 - Demonstrate an understanding of the current rules, as set out by the International Hockey Federation.
 - Provide the MVHA Board with a completed NSW Working with Children Check for Volunteer/Student Declaration Form, within 14 days of official appointment.
- All Coaches must demonstrate equitable and professional behaviour during the selection procedure and associated duties.
- Ensure the selection process will provide the best teams to represent MVHA at Championships.
- All coaches must be available to attend the Hockey NSW State Aged Championship in the age groups for which they have been appointed.
- All Coaches must select players based on skill, fitness, knowledge, attitude and teamwork abilities.
- All Coaches must be able to demonstrate confidentiality during the team formulation process.
- Allow all players sufficient field time to demonstrate their capabilities to meet the selection guidelines at team selection sessions.
- All conflict of interest must be declared prior to selection trials taking place and recorded on the player's profile/ assessment.
- Must use player profile / assessment sheets to justify player selections and provide verbal feedback to all players who trialled.
- Before the commencement of the selection process must inform players/ parents / any interested persons of the Manning Valley Hockey Association Inc. Code of Conduct



Manning Valley Hockey Association

Representative Team

Selection Procedures

“Player”

Any player nominating for selection in a Manning Valley Hockey Association Representative Team must:

- Be a financial member of the Manning Valley Hockey Association. If there are insufficient numbers of players for a team in an age division, players may be selected from other associations. These players can be sourced from the Hockey NSW’s Player” Pick Up Roster”.

<https://www.hockeynsw.com.au/competitions/field-pick-up-roster/>

- Be able to attend all team selection trials and if unable to attend, submit a letter/ email to the Team Coach and MVHA Secretary prior to the selection date stating reason/s why they are unable to attend. A copy of this notification will be given to the selectors for their information.
- Demonstrate the required level of fitness.
- Accept direction from coaches and selectors as required.
- Demonstrate a positive attitude towards the game of hockey in all aspects.
- Sign a Manning Valley Hockey Association’s ‘Code of Conduct’ form.
- Provide on request their preferred positions on the field and highlight their areas of strengths and weaknesses.
- Abide by the MVHA player Code of Conduct always during selection and thereafter.
- A player may only apply for a release to play with another team/association if they have trialed and were unsuccessful in obtaining selection in a MVHA team
- No release will be granted to any player whose primary registration is with Manning Valley Hockey association who does not trial for MVHA.

The Player Representative Selection /Consent Application Form can be found on the Association’s Web Site in “Forms”.



Manning Valley Hockey Association

Representative Team

Player Responsibilities

“Player”

Being selected to represent Manning Valley Hockey Association is an honour. With this comes certain responsibilities and expectations

Once a player's selection in a representative team is confirmed the player is responsible for carrying out the following:

- Demonstrate a positive attitude in all aspects related to the Representative Team.
- Demonstrate commitment to the representative team, the Coach and Manager.
- Attend all team training sessions as set by the Coach.
- Notify the Coach/ Manager as early as possible when you are unable to attend any team training sessions.
- Abide by the Manning Valley Hockey Association Inc. and Hockey New South Wales Hockey Player Code of Conducts.
- Take direction from the Coach, Manager and Umpire as required.
- Wear appropriate uniform as required.
- Wear protective equipment (such as shin guards, mouth guards etc) at all selection trials, training sessions and at the State Championships.
- Notify Team Managers of any injury or illness.
- Pay all monies associated with the Championship by the required time.
- Complete the HNSW Code of Behaviour – State Championships Players Form and return it to the team Manager prior to the championships.

Players striving for higher representative honours should refer to Hockey NSW Athlete Success Profiles

<https://www.hockeynsw.com.au/performance/pathway-to-2032/>



Manning Valley Hockey Association Representative Team Coach's Responsibilities “COACH”

Being selected to represent Manning Valley Hockey Association is an honour. With this comes certain responsibilities and expectations.

The appointment as Coach of a Manning Valley Hockey Association Representative Team will be confirmed by the MVHA Representative Co-ordinator.

Once appointed to the position of Coach of a Manning Valley Hockey Association Representative Team is confirmed, it is the responsibility of that person to carry out the following duties:

- Attend team selections and liaise with team selectors. In consultation with MVHA team selectors, decide upon the six nominated players to be placed on the Hockey NSW Coach Selection Sheet.
- Liaise with the Team Manager to organise selection times and dates so that clubs, players and their families can be contacted with the information.
- Advise the Manager and Selectors of any known team changes (drop out/ injuries)
- Submit a copy of their training program to the Selectors, prior to the first team selection day.
- Provide players with specific feedback in a positive and responsible manner during selection trials and training allowing for individual player skill development.
- Ensure a safe environment during trials and training and whilst at the Championship venue.
- Address all players and officials in an appropriate manner.
- Dress appropriately for training sessions and whilst representing MVHA at the Championships.
- Liaise with the Team Manager, Association Committee representatives, players and parents as required.
- Abide by the Manning Valley Hockey Association Officials Code of Conduct.
- Plan, game strategy, inform players of expectations during the Championships, and provide feedback to the team and players at conclusion of each Championship game.
- Ensure Hockey NSW Tournament Rules and Procedures are followed by all players and officials.



Manning Valley Hockey Association

Representative Team

Manager's Responsibilities

“Manager”

Being selected to represent Manning Valley Hockey Association is an honour. With this comes certain responsibilities and expectations.

The appointment as Coach of a Manning Valley Hockey Association Representative Team will be confirmed by the MVHA Representative Co-ordinator.

If the MVHA representative team is female and the Coach and Manager are male, then the Manager must ensure that a female Assistant Manager is appointed. The female Assistant Manager must be in the dugout during all matches in which the team competes.

Once appointed to the position of Manager of a Manning Valley Hockey Association Representative Team is confirmed, it is the responsibility of that person to carry out the following duties:

- Attend all MVHA Representative Committee meetings, team selections and liaise with team selectors.
- Liaise with the MVHA Representative Committee, team coach and selectors to organise selection times and dates then notify the clubs, players and their families with the information.
- After consultation with the team coach, book training venues and times with the Association's Turf Director.
- Provide their contact details to the Manning Valley Hockey Association Secretary.
- Abide by the Hockey NSW Championship Pack and complete all requirements at the times requested and as set out by HNSW. These include but are not limited to:
 - Registration of the team on the Hockey NSW website
 - Nomination of the team umpire
 - Complete the Coach selection sheet
 - Complete Player and umpire clearance forms if required
 - Complete the Hockey NSW Participation Declaration Form.<https://cdn.revolutionise.com.au/cups/hockeynew/files/ir3axxydg9ajzjon.pdf>
- Prepare a budget for team costs – including, playing fees, training fees etc. This budget must be presented to the MVHA Board and Treasurer for ratification. After ratification, confirm all bookings required.
- Organise a Team dinner for the Championship weekend.



Manning Valley Hockey Association Representative Team Manager's Responsibilities Continued

- Compile and distribute to players (or parents):
 - Travel and accommodation information
 - Championship costs and fees
 - Medical forms
 - Permission notes for all players under eighteen (18) years of age
 - NSW state team selection forms
 - Championship draws (when known)
 - Hockey NSW and MVHA Codes of Behaviour.

The required forms are available in the support documentation in this manual or from the MVHA or HNSW websites.

- Apply in writing to MVHA Board and obtain permission before organising sponsorship/ fundraising activities to take place at the Manning Valley Hockey Centre.
- Ensure the MVHA “Prohibited Employment Declaration Form” is completed by all adults who are associated with and team containing children under the age of eighteen (18). E.g. Coach, Manager, Transport drivers etc. These forms must be copied and sent to the MVHA Secretary prior to the Championships. (see support documentation for copies of the form).
- Collect from players all required costs/payments for the Championships prior to leaving. If required pay outstanding amounts for accommodation, travel and food (all receipts must be kept and forwarded to the MVHA Treasurer).
- Obtain uniforms from the Association Uniform Coordinator and distribute them to team members prior to the Championships. A team Uniform/ Equipment Register form can be found in the Support Documentation. A \$50 fee now applies to all uniforms not returned.
- Obtain a medical kit from the Association prior to the Championships and return it at the completion.
- Attend Managers meeting at the commencement of the Championship. Relay relevant information to the Coach and players.
- Ensure all players have individual drink bottles filled with water prior to commencement of every game and assist the Team Coach and players as required.
- Organise a Team photo at the Championships and distribute copies to all team members.



Manning Valley Hockey Association

Representative Team Manager's

Responsibilities Cont.

“Manager”

- Record and report any off-field misbehaviour which occurs. This report is to be forwarded to the MVHA Secretary within one (1) week of returning from the Championship. Any misdemeanours will be referred to and dealt with by the MVHA Judiciary in the appropriate manner.
- Accompany any player who is injured during the Championship to the nearest Hospital or medical centre as required and provide the physician/nurse with the player's medical form for reference. Notify the next of kin/ emergency contact of the player's condition as soon as practical.
- Supply a team photo and submit a full written report on the team's achievement at the Championship to the Representative Team Coordinator and/or MVHA Representative Committee within 14 days of returning from the Championships.
- Destroy or return to players and confidential paperwork e.g. medical forms at the end of the Championships.



Manning Valley Hockey Association Representative Team Coordinator Responsibilities to the Representative Teams

The Manning Valley Hockey Association Representative Team Coordinator is the main liaison between the Association and Hockey NSW. At the Association level, they will be responsible for the following:

1. Provide access to the Revolutionise Sport portal to allow Managers to nominate their respective Association Field and Indoor Representative Teams for the tournaments in which the MVHA Match Committee has endorsed.
2. Liaise with the Individual Team Managers and ensure that:
 - The Associations Treasurer has been notified regarding of all monies due for payment to the Championship Organisers
 - The team has been registered on the HNSW site and that the manager is aware of all requirements as set out in Hockey NSW Field/ Indoor State Championship Pack.
 - Managers are aware and complete all the relevant requirements and paperwork required in the Representative Manual Support Documents
 - These include - uniform assignment, medical forms, equipment logs etc.
3. Ensure that all equipment/ player attire has been provided to each Team Manager one week prior to the team competing.
4. Set remunerations for Coaches, Managers & Umpires to cover their expenses when attending Aged State Championships.
5. Complete Hockey NSW Association Uniform Design Form [due early March and send to Hockey NSW].



Manning Valley Hockey Association Parents Responsibilities to the Representative Teams

SPECIAL NOTE:

A parent who experiences a delay when picking up their child from a coaching session or match will contact the manager or coach to inform them as to the reason why they will be late and what time they will pick up their child. They will inform the coach/manager if other arrangements have been put in place for their child to be picked up.

Ideally and if required, the second last collected child together with their parent will wait with the coach and the child who has not been picked up (this also enables the coach to concentrate on making contact with the parent if they have not rung to say they will be late).

Parents Code of Conduct

- I will always conduct myself in such a manner that will not discredit Manning Valley Hockey Association.
- I won't pressure my child in anyway. I know that this is their game, not mine.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.
- I will not cause disharmony within the team by my actions or words.
- I will encourage my child to play within the rules and respect officials and coach's decisions.
- I will teach my child not to hate their competitors but to admire and respect their skill.
- I will remember that children learn best by example so I will applaud good plays/ performances by both my child's team and their opponents.
- I will give positive comments that motivate and encourage continued effort.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.
- I will focus on my child's efforts and performance, not the score.
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child.
- I will help when asked by a coach or official.
- I will not criticise or ridicule my own or any other child's performance during or after the game.
- I will not drink alcohol, smoke or take any drug at junior matches or arrive at the field intoxicated or under the influence of drugs.
- I will not use Social media including Facebook etc. to make derogatory or inflammatory comments about the team/team members or their families/ or Manning Valley Hockey Association officials.
- I understand that if I breach any of the above it may well jeopardise my child's position in their team and result in formal MVHA Judiciary Procedures against me.

Parents Name: _____

Signature: _____ Date: _____

Childs Name and MVHA Rep Team: _____

Manning Valley Hockey Association Inc. Representative Team Support Documentation





Manning Valley Hockey Association

Representative Team Sheet

The following Representative Team has been selected to attend the ____ Division

NSW State Hockey Championships at _____ date ____ / ____ / ____

The following Selectors participated in the Representative Team selection process.

1. _____ Signature _____

2. _____ Signature _____

3. _____ Signature _____

Team Coach

Name. _____ Signature _____

Team Manager

Name. _____ Signature _____

Team List

NSWH ID Number	Surname	Given Name	DOB	Email and/or phone no.

Please forward this form to the MVHA Secretary within 7 days of team selection



Manning Valley Hockey Association Inc.

Code of Conduct

THE FOLLOWING CODE OF CONDUCT HAS BEEN GUIDED BY THE AUSTRALIAN SPORTS COMMISSION. EVERY PLAYER REPRESENTING THE MANNING VALLEY HOCKEY ASSOCIATION MUST ABIDE BY THIS CODE.

As a member of a Manning Valley Hockey Association Representative Team I will observe the following code of conduct:

- Play by the rules.
- Never argue with an official. If I disagree, have your captain, coach or manager approach the official during a break or after the competition.
- Control my temper. Verbal abuse of officials and sledging of other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sports.
- Work equally hard for myself and my team. My team's performance will benefit, and so will I.
- Be a good sport. Applaud all good plays whether they are made by my team or the opposition.
- Treat all participants in my sport as I like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with my Coach, Manager, team-mates and opponents. Without them there would be no competition.
- Participate for my own enjoyment and benefit, not just to please parents and coaches
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- Not keep hours which will detract from my own and team performance.
- Whilst representing MVHA take part in social activities only that are organised or approved by my Team Manager.
- Be responsibly aware that you are representing your family, your club, your association, your home town or city.

I understand that breaches of this Code of Conduct will jeopardise my position in the team and result in my being prohibited from participation in the Championships and possibly result in formal MVHA Judiciary Procedures against me.

I understand I will be liable for any costs associated with damage caused, (for example, to other people's or organisations property).

Players signature: _____ Name: _____

Date: _____

Parent/Guardian signature: _____ Name: _____



**Manning Valley Hockey Association
Representative Team Squad
Selection Sheet**

STRIKERS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MIDFIELD/ INNERS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

BACKS

_____	_____
_____	_____
_____	_____
_____	_____

GOALS



For use by coach for individual player feedback

Manning Valley Hockey Association Representative Team Player Profile Assessment Sheet 1

Name _____

Position _____

Individual Skills -												
Hitting – 1 2 3 4 5 6						Pushing - 1 2 3 4 5 6						
Positional Play in Defence												
Positional Play in Attack												
Set Plays												
Goal Shooting												
Discipline												
Attitude												
Concentration												
Communication Skills												
General Comments												
Coach						Sign				Date / /		



For use by coach for individual player feedback

Manning Valley Hockey Association Representative Team Player Profile Assessment Sheet 2

Name _____ Position _____

Agility	1st	2nd	3 rd
50mt sprint	1st	2nd	3 rd
300mtr sprint			
5 lap run			
Receiving from Right –			
Comment -			
Receiving from Left –			
Comment -			
Goal Shooting Right			
Comment -			
Goal Shooting Left			
Comment -			
Tackling Skills			
Comment -			
Positioning Skills			
Attitude			
Concentration			
Communication Skills			
General Comments			
Coach	Sign	Date / /	



Manning Valley Hockey Association Representative Team Match Assessment Sheet

Game V's

Date: / /

Time:

Venue/Field

Team							
LS		CS		RS			
LI			RI				
LH		CH		RH			
B			B				
KEEPER							
SUBS -							
SCORERS -							
RESULT -		TO	WIN		LOSS		DRAW
1 ST HALF							
ATTACK							
DEFENCE							
2 ND HALF							
ATTACK							
DEFENCE							
1 st half	Penalty corners	For)	Ag)	Penalty strokes	For)	Ag)	
2 nd half	Penalty corners			Penalty strokes	For)	Ag)	
Coach		Sign			Date / /		



PARTICIPANT / PLAYER MEDICAL PROFILE - PERSONAL RECORD

Page 1 of 2

All information on this sheet is confidential. Access to this sheet is limited to medical staff and coach. This information will be treated in accordance with the Club / Organisation's privacy policy. See privacy statement below.

Personal Details

Surname _____ Given Names _____

Address: _____

Home _____ Mobile _____ Business _____

Phone _____ Phone _____ Phone _____

Sex: Male / Female _____ Date of Birth: _____ Age: _____

Emergency Contact

Surname: _____ Given: _____

Address: _____

Home _____ Mobile: _____ Business _____

Relationship to above _____

Health Care Details

Medicare
Number

Private Health Fund: Yes / No (circle which applies)
Insurance

Private Fund Number

Fund Name: _____

Do you have Ambulance cover Yes / No

Private Doctor: _____ Telephone _____

Address: _____

Dentist: _____ Telephone _____

Address: _____



PARTICIPANT / PLAYER MEDICAL PROFILE - PERSONAL RECORD

Page 2 of 2: Representative Player Personal Record

Certain medical conditions or previous injuries may influence your ability to participate in sport. Examples of these include but are in no way limited to:

- Asthma
- Diabetes
- Epilepsy
- Spinal Injuries
- Arthritis
- Previous Injuries

If you have any pre-existing conditions or any concerns about participating, we would encourage you to seek medical clearance from your doctor prior to participating in sport.

Do you have any conditions that you, in consultation with your doctor, consider appropriate to notify the club / organisation of, or are you currently taking any medication? e.g. previous injuries, medical conditions or allergies. If so, please list here:

PRIVACY STATEMENT

To the best of my knowledge, all information contained on this sheet is correct (If player is under 18 please have parent or legal guardian sign)

Signature

Date

Manning Valley Hockey Assoc. Inc. abides by the relevant National Privacy Principles of the *Privacy Act 1988*. We are committed to protecting your privacy. Much of the information on this form is sensitive information. Sensitive information will not be used for direct marketing purposes. The information on this form is used for the purpose of providing us with the background as to your past and present medical details. The types of organisations to whom we usually disclose this information will be health care providers including our sports trainers and sports first aiders but may also be viewed by coaches, directors and officials. We may also have to disclose it to our professional advisers and insurer. If you do not provide us with any or all of the personal information that we request, then you may not be able to play sport in any of our teams. You can get more information about the way we manage your personal information by writing to Manning Valley Hockey Assoc. Inc. Secretary. Please contact us on P.O. Box 315 TAREE 2430. If you would like to access or correct the information that we hold about you.

DISCLAIMER

The information contained in this resource is general comment only, and neither purports, nor is intended, to be advice on a particular matter. No reader should act based on anything contained in this resource without seeking independent professional advice from appropriate persons. No responsibility or liability whatsoever can be accepted by Manning Valley Hockey Association or their representatives for any loss, damage or injury that may arise from any person acting on any statement or information contained in this resource.



Date of Birth: _____

Address: _____

Suburb: _____ Postcode: _____ State: _____

Home Phone: _____ Mobile Phone: _____

Hockey NSW Registration Number: _____

Player's (or parents) Email Address (1 space for each character, including full stops & symbols)

[illegible]

Please note: E-mail is the preferred method of communication for Manning Valley Representative Teams.

Player Age Division _____

Non playing official (Managers/Coaches/Umpires):_____

Payment of Fees – I agree to pay the full amount of fees and charges covering the current hockey representative commitment and meet the amount as requested prior to attending the Championships/Carnival. Failure to do so may result prevention of playing until fees are paid.

Code of Conduct – I agree to comply with the code of conduct as set by Manning Valley Hockey Association Inc. I agree that any breach of the code of conduct may see judiciary action by the Manning Valley Hockey Association Board.

Playing shirts – I agree that I am responsible for the safe-keeping and use of the Manning Valley Hockey Association Uniform and understand that any loss of the playing uniform or mistreatment will result in the cost of the Playing Uniform being charged to me. (\$50.00 per shirt lost, seriously damaged or destroyed).

Representative playing shirt: Size_____ & Playing Shirt Number _____

Representative playing Skirt/ Shorts: Size_____ & Playing Skirt/Shorts Number_____

Photographs—I give permission for Manning Valley Hockey Association Inc. to publish photographs taken of me for use by the Manning Valley Hockey Association Inc.

In signing this form, I agree to comply with the rules, constitution, regulations and by-laws, codes of conduct and member protection policy of Hockey NSW and the affiliated association. As a member of Hockey NSW I will be covered by the Sports Injury Insurance Policy provided by Hockey NSW. I am aware of the risks of playing hockey with a pre-existing medical condition. Policy details are available through affiliated associations.

Member Signature (if 18 years or over): _____ Date: _____

OR
Parent/Guardian Signature (if under 18 years): _____ Date: _____



Hockey NSW and Manning Valley Hockey Association Privacy Statement



Hockey NSW is committed to the protection of your personal information. Any personal information you provide to Hockey NSW will be used for the purposes and related purposes of membership administration, membership statistics for research, developing and managing new and existing programs, for strategic and planning purposes and for the promotion of hockey in NSW and communicating and providing information to participants about their membership and/or their involvement in programs, competitions, including those of sponsors and other general hockey activities. Hockey NSW will not disclose any personally identifiable information obtained from you to other parties or for purposes other than those state above.

It is the policy of the Hockey NSW Ltd to comply with the Privacy Act. Personal information about you is only obtained from information provided by you. This data is collected by associations affiliated with Hockey NSW. Members can change or gain access to their personal information or advise their wishes for their personal information to not be used for any of the above purposes by contacting Secretary MVHA or by contacting Hockey NSW, PO Box 440, Sydney Markets NSW 2129 or phone 02 9764 1911.



Manning Valley Hockey Association Representative Team

Under 18 years Permission Note

Your child _____

has been selected in the _____ Representative Side.

This team will travel to _____

on (date) _____ and return (date) _____

Travel to the Tournament will be via (Bus Co/Other) _____

Departing from _____ at (time) _____

Accommodation has been arranged at:

(Motel Name) _____

(Phone No/ Email) _____

(Address) _____

I give permission for my child to attend this Tournament. I understand that my child will be fully supervised at all times, and that the appropriate Medical Treatment will be given should the need arise.

Parent or Guardian Name _____

(Block Letters)

Parent or Guardian Signature _____

Date: _____

Parent Contact Telephone Numbers

Home _____ Work _____

Mobile _____ Other _____



Manning Valley Hockey Association Representative Team

Accommodation Quotation Form

Check in Date _____

Departure Date _____ Days Required _____

Supplier 1

Name	Phone No
Address	Comments-
Price	

Supplier 2

Name	Phone No
Address	Comments-
Price	

Supplier 3

Name	Phone No
Address	Comments-
Price	

Submission Date _____ Representative Team: _____

Team Manager (Name and Sign) _____

MVHA Treasurer Use Only:

Payment Date: _____

Receipt Number: _____



Manning Valley Hockey Association Representative Team

Transportation Quotation Form

Destination: _____

Departure Date _____ Return Date _____

Departure Time: _____

Supplier 1	
Name	Phone No
Address	Comments-
Price	
Supplier 2	
Name	Phone No
Address	Comments-
Price	
Supplier 3	
Name	Phone No
Address	Comments-
Price	

Submission Date _____ Representative Team: _____

Team Manager (Name and Sign) _____

MVHA Treasurer Use Only:

Payment Date: _____ Receipt Number: _____



Manning Valley Hockey Association Representative Team

Team Newsletter: Rep Team_____

Coach Name: _____ Phone: _____

Manager Name: _____ Phone: _____

Championship Dates and Venue: _____

Squad Training: Dates _____

Venue and Costs: _____

Championship Accommodation: Address _____

Phone _____

Costs _____

Championship Travel Arrangements: Travel By _____

Departing From _____ at

Returning To _____ at

Costs _____

Championship Costs / Fees

NSW Hockey State Team Selection: Nomination Due _____

Costs _____

Uniform Requirements:

Signed Uniform Registration Form attached: Yes / No

Required Forms to be completed and returned:

1. Medical/Personal Record: Yes / No
2. Permission Note (if required): Yes / No

Championships Action Sheet

What	When	Completed
Call for nominations for all representative positions.	Field Teams - January Indoor - July	
Nominations Close. (Coach/ Manager/ Selector)	TBC	
Representative Committee Ratify successful nominations.	After Nominations close	
Obtain and formalise accommodation for Championships.	When venues are announced by Hockey NSW	
Announcement of successful candidates by Board of Management	After Nominations Close	
Organise team selection trials and announce dates.	Before Selection Trials begin	
Complete Team Newsletter.	After Team has been selected.	
Inform players / parents / any interested persons of the Manning Valley Association Inc. 'Codes of Conduct' and get them signed by those concerned.	Before 1st Selection Trial begin.	
Selected team list forwarded to the MVHA Secretary.	After trials are completed	
Provide a list to Association Representative Convenor to check to see if they are financial members.	As soon as team has been selected	
Book training venues and times with Association's Turf Director	Before team training begins	
NSW Working with Children Check for Volunteer/Student Declarations completed.	At least 1 week before Championships	
Hand out information sheet detailing information that must be completed by Players and their parent's (Support Documentation).	At first training	
Complete the Hockey NSW Championship Umpires Nomination Form	Prior to due date	
Complete NSW Hockey Coach Selection Sheet	On arrival at Championships	
Ensure familiarisation with individual team members medications/medical conditions	Before Championships	
Complete Hockey NSW Player and Umpire Clearance Form	Two weeks before Championships	
Complete the HNSW Participation Declaration Form	1 week prior to Championships	
Collect from player's payments for tournament costs prior to the tournament, and pay outstanding amounts for accommodation, travel and food	Prior to Championships	

Obtain uniforms from the Association and distribute to team members prior to tournament. Complete uniform register	Minimum of 1 week before Championships (dependent on other Championships)	
Obtain completed medical kit	Before leaving for Championships	
Purchase Food and pack	Before leaving for Championships	
Organise for the completion of Permission Notes (Support Documentation).	Before leaving for Championships	
Code of Behaviour Forms and Team Amendments Form	Hand in at commencement of Championships	
Ensure all players have drink bottles	Prior to each match at Championships	
Organise a time for team photo to be taken	During Championships	
Supply a team photo and write a full report on the team's achievements at the tournament. This report is to be submitted to appropriate Representative Team Coordinator and/or the MVHA Representative Committee.	During and after Championships	
Collect uniforms immediately after last match/clean and return to the association's Equipment Officer for storage	After Championships	
Return Personal Medical Records to players	After Championships	
Submit all receipts and accounts for payment to the Association Treasurer	After Championships	