

Dear Convenors,

Further to our previous circular about Team Registrations (which must be completed by **5pm on 9 August 2019**), please find below additional information about player registrations, kit designs and team captain details.

## **1 Online Player Registration**

Players must be registered **before** they play their first match, including any overseas player registrations.

To ensure that details of registered players could be recorded and shown correctly on their respective team lists in time, please upload all player details and related documents (including photos) onto the HKHAWS player database **by 5pm on 23 August 2019**.

**New players:** new players should use this link to submit their registration with affiliated clubs to enter into the women's winter league: <http://www.hockey.org.hk/WomenRegistration.asp>

Once the player submits the form, an email notification will be sent to the club convenor. The convenor must then log on to the system, check the details, assign the team and shirt number and submit the registration to the HKHA through the system.

**Players aged below 18 years old:** convenors must print out the completed registration form (a print button is provided for doing so) for the player's parent/guardian signature and then upload a copy of the signed form to the system.

If the club does not accept a new player's registration, the convenor shall use the "reject" button to respond to the player.

Registration forms must be completed online before **5pm on 23 August, 2019 (Friday)**

For more information, please visit:

<http://www.hockey.org.hk/images/Women/Online%20Player%20Registration%20Flow.pdf>

### **Player list with photos function - convenor's login page:**

Club convenors can generate player lists for distribution to their team captains as and when needed. (Office will no longer generate and send player lists to clubs). Club convenors are advised to generate updated lists for distribution to their team captains before their games.

## **2 Kit Design:**

If you have not already, please send your final kit designs to **ambrosekwan@hockey.org.hk & jowiewong@hockey.org.hk** for approval **on or before 9 August 2019**.

Please include images of the front and back of the original and the alternative kit (including skirt or shorts) and both pairs of socks.

A reminder on sponsorship logos: Should your club wish to display logos on your kit, please submit the design to the HKHAWS for approval **ASAP**. Please ensure that the size of any meet the requirements of

the HKHAWS, otherwise it may not be approved. Please refer to the HKHAWS Competition Bye-laws (as per FIH guidelines) for your reference.

### 3 Team Captains and E Match Cards

We will continue to use the E Match Card for the Women's League 2019/2020. This requires updated information on your team captains for this season.

**Would club convenors please submit the following details for team captains to [ambrosekwan@hockey.org.hk](mailto:ambrosekwan@hockey.org.hk) & [jowiewong@hockey.org.hk](mailto:jowiewong@hockey.org.hk) on or before 23 August, 2019 (Friday):**

- (i) Team captain names
- (ii) contact numbers; and
- (iii) email addresses

The contact information is important as we will need to contact the captains directly regarding the use of E Match Card, remind them to enter player list and so on.

Team captain logon credentials remain unchanged. Those who no longer serve as captains for the same teams should pass on the credentials to their successors who could then logon and change the email / password themselves. If you have difficulties getting credentials, please contact us.

Please provide us with the relevant information in the format below:

Team Name	Full Name of Captain (No nickname please)	Full Name of Team Representatives (Can be same as team Captain)	Contact number	Email Address
e.g.HKHA A	CHAN Tai Man	CHAN Tai Man	27824932	<a href="mailto:abc@gmail.com">abc@gmail.com</a>
e.g.HKHA B	HO Ka Wing	HO Ka Wing	27824932	<a href="mailto:cde@gmail.com">cde@gmail.com</a>

File of E- match card guidelines is attached for your reference - [E-Match Card Guidelines](#)

#### **4 Convenors' Meeting**

We look forward to seeing you all at the Convenors' meeting on **Monday 19 August 2019**. ***You or your representative must attend this meeting.***

The HKHAWS Committee