

## Membership & Competition Reminders

<b>To:</b>	Affiliates
<b>CC:</b>	Presidents, Secretaries, Section Coordinators
<b>From:</b>	Lauren Camilleri, Membership Services and Administration Coordinator Cheyne Hackett, Competitions & Events Manager
<b>Date:</b>	Friday, 15 April 2016
<b>Key Contact:</b>	Lauren Camilleri, Membership Services and Administration Coordinator Email <a href="mailto:lcamilleri@hockeyvictoria.org.au">lcamilleri@hockeyvictoria.org.au</a> or phone (03) 9448 2103 Cheyne Hackett, Competitions & Events Manager Email <a href="mailto:chackett@hockeyvictoria.org.au">chackett@hockeyvictoria.org.au</a> or phone (03) 9448 2110
<b>Description:</b>	Frequently Asked Questions - Addressed
<b>Attachment/s:</b>	<a href="#">2016 HockeyNet Transfers</a>
<b>Action:</b>	Pass on to all relevant club members and/or team managers
<b>Public:</b>	Yes

Dear Affiliates,

In preparation for this coming weekend which sees the commencement of the majority of Hockey Victoria's Senior Competitions, please find in this memo some answers to frequently asked questions regarding HV Membership and competitions and Rules and Regulations.

The information included in this memo, has been previously distributed to clubs. There is no new information or actions. However, we hope this document will further assist in collating important information for ease of access.

### Membership and Registration and Transfer FAQ's

1. Player not selectable on a team sheet
2. Transfers

### Competitions

1. Results Entry timelines
2. Usernames and passwords
3. Permits
4. Discipline & Misconduct
5. Player Eligibility Summary
6. Injury Notes

## HV Membership and Transfer FAQ's

### 1. PLAYER NOT SELECTABLE ON A TEAM SHEET

a) **They do not hold a 2016 HV subscription that includes SNHC entry.**

This is the most common reason for a player not being selectable on a team sheet. All HV competition affiliates must purchase a HV subscription including SNHC entry. This is the only option for Metropolitan Affiliates, however for regional affiliates both the metropolitan Subscription and Regional Only subscriptions are available options in club portals.

The holding of a HV paid subscription can be checked by a system administrator  
[How to view Paid HV Subscription Listing \(Shared Subscriptions\)](#)

b) **Status not set as active**

The member status must be set to active for selection on a team sheet.

c) **The player is a TRANSFER into your club and the transfer has been approved**

Check that the "Status" of the player has been changed from Transferred in to ACTIVE.

### 2. TRANSFERS

a) **Regular Transfers**

[How to Transfer](#)

b) **Irregular Transfers**

Where possible, please remind players that they must be transferred prior to registering at a new club.

However, in certain circumstances, the member may already be a member of your club.

In these cases you will not be able to locate a player in a Network Search, it is possible that they hold a multi-club registration in HockeyNet, and a standard transfer will not be an option.

Irregular Transfer requests can be submitted via:

[Irregular Transfer Request](#)

**Full details on both Transfers and Irregular transfers can be found:**

AF.008.03.2016 – 2016 HockeyNet Transfers, issued 03 March 2016

To best assist with membership registrations, we remind clubs that ALL membership enquiries must be directed via the online form available on the following link:

<http://membership.hockeyvictoria.org.au/Support/Further-Assistance>

Club Administrators that require assistance on using and accessing the HockeyNet system, please refer to Hock-e-Comms [AF 001.01.16 - 2016 HockeyNet Registration Overview Sessions](#).

## Competitions FAQ's

### 1. RESULTS ENTRY TIMELINES

**MATCH RESULTS:** It is the HOME NAMED teams responsibility to enter the match results on HockeyNet (<http://sportsdesq.onesporttechnology.com/11>) at the conclusion of the match.

**TEAM LISTS:** It is the responsibility of each team participating in the match to enter their team lists (including all statistics). Statistics to be loaded into HockeyNet include;

- Complete list of all players who participated in the match (including player number if worn)
- Complete statistics for all players (including GK, Goals, Cards, Captain and Permits) by marking the appropriate numeral in the appropriate column. To indicate Captain, GK and Permit – insert '1' in the appropriate box. Provide comments re: ETS in match notes section.
- Please note that only the first 200 members alphabetically will appear in the list to select players from. To select players further in the alphabet – please use the search/filter function.

**TIMELINE:** All Competitions (excl. Masters) – Due 11:00am 1<sup>st</sup> Business Day after the match  
Masters Competitions – Due 3:00pm 1<sup>st</sup> Business Day after the match.  
If these timelines are not met – penalties will be applied.

A summary of all timelines and penalties associated with results and team sheet entry can be found here:

[http://www.hockeyvictoria.org.au/Portals/15/2016%20Comp%20Docs/MatchResult\\_TeamListDeadline\\_Summary.pdf](http://www.hockeyvictoria.org.au/Portals/15/2016%20Comp%20Docs/MatchResult_TeamListDeadline_Summary.pdf)

Full details of the requirements can be found in HV Regulation 7.

### 2. USERNAMES AND PASSWORDS

To enter match results and team lists (as outlined above) – appropriate club administrators can either;

- Use the club login capability (email address and password) – Grey box in top-right of website.
- Use the team and competition specific username and password provided by Hockey Victoria.

A user-guide is available for Team Managers to download and refer to here: <http://www.hockeyvictoria.org.au/Portals/15/2014%20Comp%20Docs/Team%20Administrator%20Manual.pdf>. Although it references 2014 – the system has not fundamentally changed since it was created.

Usernames and passwords have been previously circulated to Club Presidents and Secretaries. If your club has not received their team usernames and passwords or find they do not work – please contact Mary Lofthouse at [mlofthouse@hockeyvictoria.org.au](mailto:mlofthouse@hockeyvictoria.org.au).

We recommend copying and pasting the usernames and passwords from the email they were provided in rather than re-typing them to avoid errors.

### 3. PERMITS

ETS Permits should be indicated either on the written team sheet or indicated to the Technical Official (Premier League & Vic League 1 only) prior to the match. When recording in HockeyNet – insert '1' in the permit column next to the appropriate player and make notes regarding ETS in match notes section.

For more information on permits – refer to HV Regulation 8.6.

## HOCKEY VICTORIA

#### **4. DISCIPLINE & MISCONDUCT**

I would encourage all club administrators to make themselves aware of the new process and penalties for any discipline matters reported to Hockey Victoria (Rule 7 & Schedule Section 1 – 4) and pass on a summary to their playing members, team staff and supporters. Further information and summary guides are available here: <http://www.hockeyvictoria.org.au/Competitions-Events/HV-Rules-Regulations/Discipline>

#### **5. PLAYER ELIGIBILITY SUMMARY**

Excluding players who have an Overseas Playing Permit, players ability to double up and/or play in particular grades is not restricted until the individual has played 10x games (Seniors and Masters) or 8x games (Juniors). For full details – please refer to HV Regulation 8.4. A summary guide is also available here:

[http://www.hockeyvictoria.org.au/Portals/15/2016%20Comp%20Docs/Help%20Guide\\_MatchPlayerEligibility\\_AntiStacking.pdf](http://www.hockeyvictoria.org.au/Portals/15/2016%20Comp%20Docs/Help%20Guide_MatchPlayerEligibility_AntiStacking.pdf)

#### **6. INJURY NOTES**

For any injuries occurring during the match, make note of it on the match sheet prior to umpire signatures and enter comments into the match notes section on HockeyNet when entering results and/or team sheets.

Kind Regards,



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Competitions & Events Manager



**Lauren Camilleri**  
Membership Services & Administration Coordinator