

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:

****Player Declaration Form – Submission by 5pm Friday, 13 August 2021**

<u>During season start period</u>	Change status online	Form submission (send to HKHA)	Player's Photo (upload to system)	HKID Copy (upload to system)	Passport Details upload to system (with visa –if applicable)
<i>Current Player</i> who has been registered during 2011-21 seasons re-registers without any changes	√		√		
<i>Current Player</i> who has been registered during 2011-21 seasons re-registers with changes of shirt no.	√	Form B	√		
<i>Current Visiting Player</i> who has been registered during 2011-21 seasons re-register without any changes (HKD300 to be debited at season end)	√	Form B	√		√ upload
<i>Current visiting player</i> who changes his status to permanent player upon re-registration	√	Form B	√	√ upload	
<i>Player transfer</i> to another Club (Before season start) (1) Submit Form C (2) indicate HKHA player's former registered club name in the form (3) ID card copy or update passport copy (in case did not register during 10-21 season)		Form C	With notification from HKHA	With notification from HKHA	With notification from HKHA
Registered <i>visiting player</i> who wants to change his status to permanent player during the league season (1) Submit Form C (HKD300 to be debited at season end)		Form C		√ upload	

	Change status online	Form submission (send to HKHA)	Player's Photo (upload to system)	HKID Copy (upload to system)	Passport Details upload to system (with visa –if applicable)
<p>Registered Visiting Player who will change his shirt no.</p> <p>(1) Player's old and new shirt# and details should be provided in the form</p> <p>(2) cheque of HKD100 re. handling fee must be submitted upon application</p>		Form B			
<p>Registered Player changes his shirt no.</p> <p>(1) Players old and new shirt# and details should be provided by in the form</p> <p>(2) Cheque of HKD100 re. handling fee must be submitted upon application</p>		Form B			
<p>Registered Player transfer to other Club (once the season started)</p> <p>(1) Release letter from players' current club</p> <p>(2) Form C from the new club should be provided</p> <p>(3) Cheque of HKD300 re. transfer fee must be submitted upon application</p>		Form C			
<p>New player</p> <p>http://www.hockey.org.hk/MenRegistration.asp</p>		Online Form with the link provided	√ upload	√ upload	
<p>New Visiting Player</p> <p>http://www.hockey.org.hk/MenRegistration.asp</p> <p>(1) Play min. 5 games</p> <p>(2) HKD300 to be debited at season end</p> <p>(3) NOC letter from the association of player's original country (For Premier Division only)</p>		Online Form with the link provided	√ 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.****
- (3) For local players who are above 18-year-old and DO NOT have any change of team and shirt number for the new season, we have changed their status in the registration system for re-registration. Once the re-registration application is submitted by the club online, it will be deemed as final submission and HKHA will approve accordingly. Those applications with missing or inappropriate sized player's photo will not be accepted.
*** Other special requests e.g. re-registration of shirt # change, U18 player and visiting player, Form B must be completed; transfer of player, Form C will need to be completed.*
- (4) Applications that have been approved online by the HKHA will become invalid in case the corresponding forms for these special requests are absent. MS reserves the right to impose penalties to the respective clubs according to the bye-laws.*
- (5) No changes of player details (e.g. shirt no., team or status) will be allowed once the player is registered unless the clubs have received approval from the HKHA. I understand that any incorrect details submitted may result in delay in processing.*
- (6) The first registration deadline before the start of the new season will be 5pm on 13 August, 2021 (Fri). The weekly cut-off dates for additional player registration or changes in players information will be at 5:00pm on every Wednesday unless it falls on public holiday (deadline will be postponed to Thursday 5pm). Registrations that are received after the deadline will only be processed after the HKHAMS completed the processing of those applications which are submitted on time.*
- (6) Players cannot play any game unless they are listed on the Player List (for umpire verification) or penalty will be imposed according to the byelaws.*

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

The HKHAMS