

# Working with BHA Team & Player Registrations

All Junior and Senior Players register with the following:

1. Hockey Australia;
2. Hockey Queensland;
3. Player Insurance;
4. Brisbane Hockey (Men & Women);
5. their Club

To simplify the above, some of these are combined into a single registration.

## National, State & Insurance

In the case of 1, 2 and 3 above, these are combined into a single registration process using a Club specific revolutioniseSPORT (revSPORT) portal (or link). Clubs will provide this link to their members each year. By registering with 1, 2 and 3 the player is considered registered with Hockey Australia (HA), Hockey Queensland (HQ) and is covered by Player Insurance. Fees collected at this point cover those three entities only.

Additionally as the player has registered through a Brisbane Club portal then in revSPORT the player will have the name of their Club and Brisbane Hockey (Men & Women) recorded against their name. Club portal links can be found via [this link](#) if finding a Club's portal proves difficult.

Where a person is not associated with a Club, e.g. an independent Umpire, Technical Officer, Rep Manager or Coach, etc, they must still register themselves in revSPORT by using [this link](#). There is no charge.

## Local Association & Club

Players will also need to register directly with their Club, which takes care of 4 and 5 in the above list. Once again Clubs will generally provide Players with a link to a registration form for this. Many Clubs will use Majestri or similar software for this purpose. Registering directly with a Club in this way the Player becomes a member of the Club, and a member of Brisbane Hockey (Men & Women) as a result of the Club's affiliation with BHA.

A function of this process is the collection of fees by the Club on behalf of the Association and itself. Fees are collected as follows:

- Association registration fee per player;
- Match fees (incorporating field hire, Umpiring and Technical);
- Club membership fee;
- Club training fee;
- Other fees and charges as the Club might deem appropriate.

In the case of the Association registration fee and the match fees, the Clubs are invoiced by the Association. There may be adjustments for things like washed-out matches and fixture alterations included in the tax invoice.

# Paperwork

While Clubs and State and National Associations have forms and paperwork of their own the next section is concerned only with paperwork required of Clubs by the Brisbane Hockey Association (BHA), one of the Associations of Brisbane Hockey (Men & Women).

## Affiliating with BHA & Nominating Team/s

This is one in the same thing! When a Club nominates its team/s for a Season using the form provided it serves as both an application for affiliation of the Club with BHA and an application to enter one or more teams in the Association's competitions and divisions for Fixtures.

The Form that is used for this is **Form 13.1 Nomination of Club Teams for Season 202x** which can be found on the Association Website under *Admin & Rules =>> Rego Forms & Resources*. On the Website there are links to the form in several convenient convenient formats.

PROPOSED TEAMS 2021		OUR TEAMS IN 2020	
Div	Year	Div	Year
SHL.1	(Full Size)	SHL.1	
SHL.2	(Full Size)	SHL.2	
SHL.3	(Full Size)	SHL.3	
SHL.4	(Full Size)	SHL.4	
SHL.5	(Full Size)	SHL.5	
SHL.6	(Full Size)	SHL.6	
SHL.7	(Full Size)	SHL.7	
SHL.8	(Full Size)	SHL.8	
SHL.9	(Full Size)	SHL.9	
SHL.10	(Full Size)	SHL.10	
SHL.11	(Full Size)	SHL.11	
SHL.12	(Full Size)	SHL.12	
SHL.13	(Full Size)	SHL.13	
SHL.14	(Full Size)	SHL.14	
SHL.15	(Full Size)	SHL.15	
TOTAL:	8	TOTAL:	8

## Registering Players into Teams

When Players register in revSPORT they are shown as registered with BHA and a particular Club. The Club then needs to confirm the registration with BHA, i.e.:

- that the players are registered with the Club; and
- that the Club wishes to register each of its players to play in specific competitions and divisions.

For **Junior players and teams** an Association provided spreadsheet is required to be used for this process. The spreadsheet is known as the **Junior Players into Teams Registration Confirmation Spreadsheet**. A copy of the spreadsheet can be obtained from the Association Website under *Admin & Rules =>> Rego Forms & Resources*. On the Website there are links to the spreadsheet which is available in several different formats.

Player Name	Club	Registration Status
John Smith	ABC Club	Registered
Jane Doe	ABC Club	Registered
...	...	...

It is important to note that the registration of players into competitions and divisions using the spreadsheet should only be used **up until the commencement of Fixtures**, unless otherwise advised by BHA.

For **Senior players and teams** an Association provided form is required to be used for this process. The form is known as **Form F13.2 Registration of Players into Teams**. A copy of the form can be obtained from the Association Website under *Admin & Rules =>> Rego Forms & Resources*. On the Website there are links to the form which is available in several different formats.

Player Name	Club	Age Group	Registration Status
John Smith	ABC Club	Senior	Registered
Jane Doe	ABC Club	Senior	Registered
...	...	...	...

It is important to note that the registration of players into competitions and divisions using the F13.2 form should only be used **up until the commencement of Fixtures**, unless otherwise advised by BHA.

## Registering, Re-registering and De-registering Players

After the final submission of the *Junior Players into Teams Registration Confirmation Spreadsheet* there is inevitably a need to:

- Register new players;
- Re-register existing players to different competitions and/or divisions;
- De-register existing players who will no longer be playing for your Club.

The BHA Form for this purpose is **Form F13.3 Player Re-/De-/Registration for Senior & Junior Players**. A copy of this form can be obtained from the Association Website under *Admin & Rules =>> Rego Forms & Resources*. On the Website there are links to the spreadsheet, available in several different formats.



This form is colour coded to make it easier to follow. First you decide what it is that you are doing with the player, then according to the colour coded check boxes near the top of the form, complete only the corresponding coloured section. Note that parts of the Player's Personal Details section are mandatory such as the Player's name. Others are optional according to what you are doing. There is quite a lot of small print within the form to assist.

## Timeline

Generally Club Administrators should be guided by communication from the BHA Office as to when forms and spreadsheets are due in, in any particular year. The following timeline is provided as a guide only.

Form:	F13.1			Spreadsheet (Jnr) or F13.2 (Snr)	F13.3 Re/De/Reg
	Early	Firm	Final		
When:	Nov/Dec prev year	Jan	Late Feb	Once only, 1 to 2 weeks before Season start	After F13.2 or Spreadsheet

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