



# Ice Hockey New South Wales State Team Selection Policy and Team Guidelines for National Championships

Policy Name:	State Team Selection Policy and Team Guidelines for National Championships
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Policy Coverage:	All participants in IHNSW State Teams
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## *Introduction*

Ice Hockey New South Wales (IHNSW) participates in the five (5) Ice Hockey Australia (IHA) National Championships:

- Jim Brown – males aged 17 and over as at December 31<sup>st</sup>
- Steph Boxall – females aged 15 and over as at December 31<sup>st</sup>
- Syd Tange – males and female goaltenders aged 18 and under as at December 31<sup>st</sup>
- Kurt Defris – males and females aged 15 and under as at December 31<sup>st</sup>
- Phil Ginsberg – males and females aged 13 and under as at December 31<sup>st</sup>

To participate on a NSW team is a privilege and as such the below guidelines serve to outline the expectations of IHNSW, team management, and players.

## *Player Selection*

IHA sets the date for the National Championships in October/November of the previous year.

At least 14 weeks before the date of the first game for each championship, IHNSW will book three (3) one-hour ice sessions for tryouts. The first two tryouts will be open to any eligible players in the age group. The third tryout will be by invite only, after the performance of all players is assessed.

Player Assessment document link [HERE](#)

All three tryouts will be attended by minimum three (3) and maximum five (5) independent selectors as determined by IHNSW.

Players must prioritise their age grade. That is, a player who wishes to try out for a higher aged team, and where the tryout for that higher aged team clashes with their age-grade game or age-grade state training, must participate in their age grade. A player whose age grade state tryout clashes with a game they play up into (ie. A 2<sup>nd</sup> year 17U player who plays up into ECTL) must prioritise state tryouts.

Where numbers allow, teams will be composed of 12 forwards, 6 defence, and 2 goaltenders. Up to 4 reserves should also be selected.

Where possible, and in consideration of the final spots on the team, players of equal calibre should be ranked from oldest to youngest, with play-ups given lowest priority.

Players selected to the team must be available for all games and as such are not able to join the team part way through the tournament. Any players serving a suspension at any level that would impact on their availability for all games during the tournament will need approval from IHNSW.

Players must make every effort to attend all tryouts. Players who cannot attend any tryout (injury, living overseas, etc.) must register online via [esportsdesk](#) for the tryouts and must also email a detailed explanation to the IHNSW office, as well as evidence of playing ability and letter of recommendation.

IHNSW will keep a register of all players who have tried out, as well as what try-outs they have been in attendance for, and what ones they only EOI'd for.

All players, regardless of attendance, must register online via esportsdesk for the tryouts. This payment is used to cover the ice hire for the tryouts. Any surplus funds will be given to the team to offset tournament expenses.

Selectors are paid by IHNSW to attend the tryouts, the payment does not come from the tryout registration fee.

Teams will be announced within 7 days of the third try-out. IHNSW must respond to any queries for feedback on non-selection within 5 days of the request.

Players who are unsuccessful for the NSW state team may be eligible to play for another state team. To be eligible, a player must attend at least one IHNSW tryout in person. A player must not have withdrawn from tryouts. No player is to approach another state requesting selection, nor can a player be approached directly by another state. All players who are not successful being selected for a NSW team will be asked by IHNSW if they would like to have their names submitted to Ice Hockey Australia to be included in the player pool process. Players are not to contact IHA directly regarding being placed in the pool. It is then up to IHA to draft players to other states who make requests for pool players. Players who do not wish to play for other states may decline the invitation. Once a player has accepted a position on an interstate team they are ineligible to be placed on a NSW team if a vacancy occurs.

### *Financial Eligibility*

Participants must not have any outstanding debts owing to IHNSW at the time of nomination or tryouts. IHNSW reserves the right to refuse participation in tryouts or selection to any representative team where outstanding fees, levies, or other financial obligations remain unpaid.

### *Selector Requirements*

IHNSW will choose three to five independent selectors, free from perceived or actual conflicts of interest, per tryout, each of whom will be compensated \$50 upon submitting their selector sheets. Selector sheets will be provided by IHNSW.

Selectors must:

- Be a member of IHNSW
- Be at minimum a Level 1 accredited ice hockey coach
- Advise of any conflict due to financial compensation from any parent or player for hockey coaching

Selectors are required to send a scan or other copy of their sheets to IHNSW within 3 days of the tryout.

### *Child Safeguarding Commitment*

Ice Hockey NSW is committed to protecting children and young people from harm. We require all applicants that will work with children to undergo an extensive screening process prior to appointments of all Coaches, Managers, and Cabin Parents.

Parents and players will be introduced to the Ice Hockey NSW Child Safeguarding Officer at a team meeting. Parents and players will receive a copy of the Child Safeguarding Policy and for players 17 and under, a State Travel Form will be signed prior to the tournament.

## *Coaching Appointments*

To coach for IHNSW is a position that should be very highly regarded. IHNSW expects that coaches will uphold the highest standards of behaviour for both themselves and their players.

Coaching appointments will be approved by the IHNSW board after the second try-out, through an application process as advertised by IHNSW. Coaches will be appointed to one (1) year terms only. Coaches will have input to the final selection of teams with input from IHNSW.

Coaches must have at minimum, a Level I coaching accreditation recognised by IHA, and be members of IHA and IHNSW. Coaches must also have a valid Working With Children Check. Coaches will be required to complete the Office of the Children's Guardian's Child Safe Sport course.

Head Coaches may make recommendations for Assistant Coaches, however these must be approved by the IHNSW board.

Coaches are responsible for practice sessions, game play, and player behaviour on and off the ice. Coaches must also attend pre- and post- tournament meetings.

Coaches performance, both on and off the ice, will be reviewed at the end of the tournament.

IHNSW recognises that on occasion, perceived and actual conflicts of interest in coaching appointments may occur. In these instances, IHNSW will manage the conflict by removing the High Performance Portfolio holder and/or Director/s with the conflict of interest from the decision making process.

## *Manager Appointments*

Managers will be appointed to one (1) year positions only. Managers must be registered members of IHA and IHNSW. Manager performance will be assessed at the conclusion of the tournament. Managers will be required to complete the Office of the Children's Guardian's Child Safe Sport course.

The Manager's role is extensive and involves coordinating most aspects of the team's trip. The role includes organising:

- ✓ Appendix B Permission Forms, fillable format to be emailed for pre population
- ✓ Travel to/from the tournament
- ✓ Travel during the tournament including to and from games
- ✓ Accommodation
- ✓ Meals
- ✓ Distribution of Uniforms
- ✓ IHNSW and IHA paperwork
- ✓ Selection of Cabin Parents if required
- ✓ Supervision of players
- ✓ Entertainment
- ✓ Responsibility for collection and reconciliation of all money

- ✓ Organise Team Fundraising Committee
- ✓ Submission of a tournament report
- ✓ Attendance at pre- and post- tournament meetings

\*All Team Officials must be 18 or over.

IHNSW recognises that on occasion, perceived and actual conflicts of interest in manager appointments may occur. In these instances, IHNSW manage the conflict by removing the Director/s with the conflict of interest from the decision making process.

## *Documentation*

There are a number of documents required by IHA prior to the tournament, that have strict deadlines that must be adhered to. For National Championships, this information can be found in the IHA Sport Regulations which will be provided to the Manager upon appointment to the role.

## *Drug Testing*

Players are to be made aware that the 15U Defris and older age groups can be required to undergo drug testing at the discretion of Sport Integrity Australia (SIA) to ensure they are not taking prohibited substances or prohibited recreational drugs. Players in Defris and older are to have complete the Clean Sport 101 course and at least one parent/guardian per player is to complete the Parents Guide to Clean Sport through the Sport Integrity Australia website [www.sportintegrity.gov.au](http://www.sportintegrity.gov.au). Evidence of completion of the respective courses is to be submitted to the team manager at least 2 weeks prior to the tournament.

If the player takes prescribed medication they are to check on the Sports Integrity Australia website if it is a prohibited substance and to notify the team manager of the medication and reason for use. If a medication is a prohibited substance, a medical file should be prepared in case the player needs to apply for a [Retroactive Therapeutic Use Exemption](#) in the future.

## *Tournament Entry Fee – National Championships*

The team is required to pay a tournament entry fee to IHA before the tournament. This is currently \$2200.00 GST inclusive (amounts are subject to change). The fee is to be forwarded to IHNSW together with the paperwork for IHA no later than 45 days before the tournament.

## *Finances*

All players and officials must pay their tournament expenses IN FULL before departing for the tournament or the season. Should players require a payment plan, managers can make a request to the Executive of IHNSW.

IHNSW will pay up front where required. Managers can use their own account for team expenses. Managers will request money be transferred from IHNSW based on the approved budget. All remaining money is to be transferred back to IHNSW at the conclusion of the tournament/season.

For reporting purposes, IHNSW will supply a spreadsheet which must be used to collate all income and expenses for the team including tryouts, training, tournament income and expenses. Receipt's/paid invoices must be provided to IHNSW for all expenses.

It is essential that the bank account supplied by IHNSW is used to collect player payments and the team report supplied in the format required by IHNSW.

The Manager's role includes responsibility for organising finances to cover team expenses. Expenses are divided equally amongst the players.

Funding by team members of the Head Coach and Manager expenses:

- Return Air fare
- Accommodation – the coach is allocated cabin parent accommodation where required
- Meals at the tournament
- Transport on team bus
- Entertainment
- \*Uniform is at the cost of the coach and manager

Expenses to be included in the budget are:

- ✓ IHA Tournament Fee \$2200
- ✓ Flights
- ✓ Tournament Bus transport (including fuel and tolls)
- ✓ Accommodation
- ✓ Meals
- ✓ Entertainment
- ✓ Photographs
- ✓ Contingency of 5% for unexpected expenses

## *Sponsorship*

IHNSW does not contribute to the funding of any state teams. Team sponsorship may be sought by the manager and team members. The Executive Officer of IHNSW supplies letters for this purpose. No alterations are permitted to the uniform for the purposes of sponsorship.

Sponsors for individual players are not allowable for State Teams.

IHNSW will support teams travelling to Western Australia by contributing \$100.00 each to the players, Manager and Head Coach.

## *Fundraising*

### *Authority to Fundraise*

No player, parent, guardian, or third party may conduct fundraising activities such as but not limited to Go Fund Me (GFM) and Australian Sports Foundation (ASF) using the name, logo, identity, or reference to any IHNSW representative program without prior written approval from IHNSW.

All approved fundraising must be registered with IHNSW prior to commencement whether it be but not limited to a Bunnings BBQ Fundraiser, Raffles, GFM, or ASF.

Fundraising approval will be considered after the final team announcement is made.

### *Accuracy of Representations (Australian Consumer Law Compliance)*

Any fundraising communication, advertisement, social media post, or donation page must:

Accurately state the verified cost of participation as confirmed by IHNSW;

- Not inflate, overestimate, or misrepresent the cost of participation;
- Clearly state the specific purpose for which funds are being raised. Fundraising must show how much has been raised for transparency.
- If fundraising on more than one platform, you must state this in the description for transparency. I.e, fundraising on but not limited to GFM and ASF for the same fundraising campaign but mention that you are fundraising on the other platform as well.
- A link to your fundraiser must be sent to IHNSW once established.

Misrepresentation of participation costs or fundraising purpose may constitute misleading or deceptive conduct and will be treated as a breach of IHNSW policy and may possibly breach the rules of the fundraising platform.

### *Use of Funds for Stated Purpose Only (Charitable Fundraising Compliance)*

Funds raised using reference to an IHNSW representative program/s via approved platforms (such as GFM and ASF) must be used solely for the stated sporting purpose of the player's participation in the event.

Funds must not be used for:

- Private family travel.
- Holidays or ancillary travel.
- Non-participant expenses.
- Any purpose not directly related to the player's participation.

Diversion of funds from the stated purpose will be treated as a breach of this policy and may be referred to the appropriate regulatory authority.

### *Treatment of Surplus Funds*

Where fundraising on platforms such as GFM or ASF exceeds the verified cost of participation:

- Surplus funds must be returned to the IHNSW team pool to support other players or team costs. This must be stated in the fundraising description.
- Surplus funds must not be retained for private use.

Retention of surplus funds will be considered unjust enrichment through misrepresentation and a breach of IHNSW policy.

### *Protection of IHNSW Branding (Passing Off / Implied Endorsement)*

The IHNSW name, logos, and representative program identities are the intellectual property of IHNSW.

Unauthorised use of IHNSW branding in fundraising activities may constitute:

- Passing off.
- Implied endorsement.
- Misrepresentation of authority.

IHNSW reserves the right to require removal of any unauthorised fundraising material. This includes fundraising material on platforms such as GFM and ASF.

### *Breach of Policy*

Failure to comply with this policy may result in:

- Withdrawal of player selection from the representative program.
- Direction to cease fundraising activity immediately.
- Referral to NSW Fair Trading or relevant authority where appropriate.

### *Approval Process*

Any family wishing to undertake fundraising must submit the proposed wording, platform, and purpose to IHNSW for written approval prior to publishing or circulating the appeal to [eo@ihnsw.com.au](mailto:eo@ihnsw.com.au).

### *Grants*

Grants are available for individuals on representative teams. IHNSW have collated this information on our website – [Grant Hub](#).

### *Training*

IHNSW will be responsible for booking up to seven (7) one-hour ice sessions for training, prior to the National Championship tournament. These trainings will be spread across Sydney, Central Coast, and Newcastle venues. Where possible, if the National tournament is in NSW, the last training will be held at the tournament venue.

Players are expected to attend all trainings. Coaches are expected to ensure that all players prioritise state training over other events including other sports and unsanctioned ice hockey fixtures. Failure of players to prioritise training, or coaches failing to require this, could see sanctioning of both player and coach. Players missing too many trainings may be replaced by a reserve.

Players must prioritise their age grade. That is, a play-up whose state training clashes with their age-grade game/training, must play in their age grade. A player whose state training clashes with a game they play up into (ie. A 2nd year 17U player who plays up into ECSL) must prioritise state training.

## *Travel*

The Manager is required to organise all travel to and from the tournament for the team. This may include air travel. All air travel is to be booked through IHNSW partner travel agent Melanie Kelaher at Allsorts Travel (melanie@allsorts.com.au). Where possible, airfares should be purchased before the team is announced, and names provided to the travel agent after. This will likely result in cheaper flights.

NSW teams will arrive no earlier than the day before the tournament starts and depart no later than the day after the Grand Final. This ensures that the players do not have to take extra time off work/school and to keep costs to a minimum.

## *Uniforms*

Uniform orders will be collated by IHNSW. The Manager will be provided a copy of the Uniform order to review before it is submitted to the supplier.

To recognise the achievement of being selected for a State Team, uniforms are only to be supplied to players and officials listed on the Team Sheet. Uniforms are not to be provided to reserves, parents, siblings, etc. Only players and officials who have received their uniforms are permitted to wear the uniform. Any merchandise for non players must be easily recognised as not player/official uniform.

Players may request a preferred jersey number. Jersey numbers will be allocated in the following order

1. Players who represented IHNSW in their current division the previous year
2. Players who represented IHNSW in another division the previous year
3. Remaining players select three numbers in order of preference.

Players who have not played at Nationals in the previous years tournament do not have an automatic right to reserve a jersey number during their absence and may lose that number if it has been allocated to a category 1 or 2 player in the team.

If there is a conflict in number allocation, IHNSW reserves the right to make such determinations.

To minimise players coming up from a younger division (Category 2) having the same number as a Category 1 player, players in their last year of a division are not to have an identical number to a player in the older division.

By registering, the player acknowledges that all uniform costs are their responsibility and must be settled prior to leaving for the tournament.

Individual sponsorship is not permitted on IHNSW State Team Uniforms. Any sponsor on player equipment must not be displayed. Any team sponsor must be approved by IHNSW on case by case basis.

The IHNSW uniform consists of:

Item	Age grade	Requirement	Item Numbers*
Jersey	All	Compulsory x 1	1, 2, 3
Socks	All	Compulsory x 1	4
Navy Jacket	Ginsberg, Defris, Tange, Boxall	Compulsory x 1	29-A, 29-K, 29-L
	Brown	Optional	
Polo shirt	All	Compulsory x 2 or 3 (4 or 5 day tournament, possible air travel will determine number)	12
Track pants	Ginsberg, Defris, Tange	Compulsory x 2	9,10
	Brown, Boxall	Optional	9,10
Hoodie	All	Compulsory x 1	18
Warm up shorts	All	Optional	11
Training shirt	All	Optional	16
Hat or beanie	All	Optional (management decision based on time of year)	34, 37
White dress shirt and black pants for semis and finals	All	Compulsory x 1	Self-purchased, no logo
Duffle Bag	All	Optional	
Tie for semis and finals	Ginsberg, Defris, Tange, Brown	Yes x 1	38
	Boxall	Optional	38

White helmet	All	Yes	Self-purchased, no stickers other than safety and compliance
Water bottle	All	Optional	40
Backpack	All	Optional	42
Player Shorts	All	Cover pants provided by IHNSW	

For Ginsberg and Defris, uniforms will have the player number on the left arm or left leg of all items (and hat) by the supplier due to players consistently mixing up clothing. If needed in the younger grades, due to rough play, Manager's may organize a laundry day part way through the tournament. Having uniforms numbered will allow proper distribution after laundering. Only names and numbers on the uniform applied by the supplier are to be visible on the outside of the garments

All players must wear the mandatory uniform as listed above. Players and coaches must wear the uniform correctly and represent IHNSW with pride. Examples of inappropriate attire for both State Teams include:

- ✓ Hats of other brands or leagues
- ✓ Hats on backwards
- ✓ Bum bags or otherwise slung across the shoulder
- ✓ Track pant legs rolled up
- ✓ Altering the uniform in any way

No player may order or wear an altered jersey with the number 69.

Teams may show pride by carrying celebration items or decorating the bus, etc.

### *First Aid and NSW Flag*

The Flag is used in Opening and Closing Ceremonies. The flag and first aid kit are to be picked up from the IHNSW office.

Any supplies used during the tournament are to be replaced with new supplies and paid for from team funds. At the end of the tournament the kit is to be returned to IHNSW to be passed on to the next travelling team.

### *Transportation*

Bus transportation is the cheapest transport for a team. If a parent attending the tournament has a heavy vehicle licence you are lucky! 22 and 25 seaters are available in all states and the team will require an additional trailer to transport the hockey bags and sticks to and from the accommodation and rink. If you do not have a parent with the

appropriate licence then the next best option is generally 2 x 12 seaters and a van or trailer for equipment. Neither require a special licence.

It is MANDATORY to pay the extra daily rate to reduce the insurance to the minimum excess in case of an accident. Any excess will be payable from team funds, not the driver of the vehicle, unless negligence can be proven.

Team management may travel on the team bus for no cost. Parents, siblings, and spectators may not travel on the team bus.

## *Accommodation*

IHNSW has adopted the Cabin Parent system for the younger minor hockey age groups (Ginsberg and Defris). This involves allocating a cabin parent from the Team Officials and, if necessary, parents attending the tournament. All adults taking on the role of Cabin parent must be registered as a minimum with IHNSW as a Non Playing Official (NPO) as well as having an active Working with Children Check **and will be required complete the Office of the Children's Guardian's Child Safe Sport course.**

Accommodation costs for cabin parents are free and are to be shared equally amongst the players. Partners of cabin parents are not allowed to stay in the team accommodation. Cabin parents are not to have their own child (player) in their cabin.

Tange, Brown, and Boxall maybe accommodated in an apartment-type accommodation without requiring an adult in each accommodation. It is critical that managers use discretion in allocating rooms so that responsible, mature members are paired with minor-aged children. The managers are still ultimately responsible for the care and protection of under-aged players in line with the IHNSW Child Safeguarding Policy.

For minor age teams, partners of the coaching/cabin parent staff are not to be accommodated in team accommodation. For adult age teams (Brown and Boxall) partners of players are not permitted to share team accommodation. An exception to this rule may be approved by the executive of IHNSW, for instance if the player's partner is a coach of the team. Players who receive approval for such will be expected to contribute to the overall cost of accommodation.

It is best practice that any adult either as a player, team official or cabin parent who is sharing accommodation with a minor age player should not sleep in communal areas ie lounge room. In mixed gendered teams, females are to have a separate room to males.

Accommodation will be covered for team officials, such as Assistant Coaches and Equipment Managers, provided they are cabin parents. For Brown, and Boxall, a cost for accommodation will be charged to these officials.

## *Meals*

Meal times and types of meals (either eating in or dining out) are to be organised in conjunction with the Coaching staff. Breakfast fruit and snacks should be provided to each room of accommodation.

Cabin parents are expected to pay for their own meals when the team dines out, but their food costs will be covered when eating in the cabin.

Team officials who do not act as cabin parents must contribute to their own food costs.

It is strongly advised on the last night to ensure entertainment for the Tange players so as to avoid issues with supervision and alcohol.

## *Alcohol*

All NSW U18 players are not permitted to consume alcohol whilst away representing IHNSW as per the IHNSW Alcohol Policy and Procedure. Alcohol can be an issue on the last night of the tournament in particular. It is strongly advised as mentioned above that Tange players are taken out to eat the last night, and extra supervision may be necessary. It is particularly important to supervise the U18 players on the Brown and Boxall teams.

The players should be closely monitored on the last night and any alcohol being consumed by adults in attendance is kept in sight of adults and away from players. It is also advisable to be cautious of mixing with other teams. Some states do not have the Child Protection Laws in place as NSW law does.

If a U18 player is found to have consumed alcohol whilst a member of the team, it is the responsibility of the Team Management to handle the situation in an appropriate manner and advise IHNSW of the incident. IHNSW will determine if the situation requires further investigation and if further disciplinary action against the player or team management is warranted.

There have been complaints made to IHNSW and the Office of Sport by parents in the past relating to alleged alcohol issues. All complaints are taken seriously by IHNSW and will be investigated. We cannot emphasize enough that there is zero tolerance of alcohol consumption by U18 players who are representing IHNSW.

## *Health Conditions and Medications*

Any medical conditions that could impact the health of the player during the tournament must be disclosed to the Team Manager and a written treatment plan provided. This information will be treated confidentially and only be shared on a need to know basis. All medications for minor age players needed during the tournament must be given to the Team Manager with written details of medication name, dosage amount and frequency outlined in the State Travel Permission Form. All medication must be in its original packaging which includes the prescription label or in a chemist pack. In the case of asthma inhalers, it is requested a spare inhaler be provided to the Team manager in addition to the one carried by the player.

## *Ceremonies – National Championships*

Both the Opening and Closing ceremonies must be attended by the team. IHA levies a \$1000 fine for any team not attending either ceremony.

Teams are expected to arrive early and dressed appropriately for the ceremonies. Teams not participating in the game immediately after the Opening Ceremony, or the Gold medal game immediately prior to the ceremony, are expected to be appropriately attired. Opening ceremonies may be attended in hoodies or jackets, provided the team is uniform in representation. Closing ceremonies, for all age grades except Ginsberg, should be attended

in formal finals wear as listed in the uniform section of this document. Optional hats may be worn but are to only be state team hats, worn properly.

## *Behaviour and Damages*

It is expected that all officials and players will behave in a manner befitting of a state representative team. Any on-ice behaviour will be dealt with through an IHA tribunal, however IHNSW reserves the right to review and place further sanctions on any official or player for inappropriate on-ice behaviour.

It is a reminder that, in the social media age, that IHNSW is likely to be made aware of inappropriate off-ice behaviour. Off-ice behaviour that is not befitting of a representative state team is equally punishable by review and sanction from IHNSW.

Players who are attending the National Championships must be able to stay independently from their parents in team accommodation, supervised by team staff. Any special needs must be disclosed prior to the player being named to the team, and while all efforts will be made to accommodate the player, IHNSW at its discretion may not name the player to the team. Any behavioural misconduct at prior Championships, representing NSW in an affiliated team, or other sanctioned events (Melt the Ice, etc.) will also be taken into consideration when selecting players.

Any damages incurred by IHNSW team members are to be settled from team funds and deducted from those players who caused the damage. If the amount of damage is greater than the final individual refund at the conclusion of the tournament, the player/s responsible are required to pay the difference. If payment is not received the player will be prohibited from participating in sanctioned matches until the debt is repaid.

## *Cancellation of Participation after costs Paid*

Players can be unavailable to play at short notice due mainly to injuries or suspensions. If very close to the tournament departure, a reserve may not be able to take the place in time. Costs are fixed for flights, accommodation, tournament fees, and other costs and IHNSW does not have the ability to cover these costs. As such, an injured or suspended player may not receive back all of the money for their trip.

IHNSW does not take travel insurance for State Teams as every attempt is made to keep costs low for participation. It is recommended to all players individually take out insurance for cancellation to the level they feel appropriate.

## *Tournament Report Including Financial Report*

The Team manager will supply IHNSW a complete report within 10 weeks of the final game of the tournament/season.

The tournament report should include:

- ✓ Team list with Captains and Officials
- ✓ Tournament/season outcome e.g. Champions ranked in order to last team
- ✓ MVP

- ✓ Player statistics
- ✓ Accommodation used by the team
- ✓ Damages if any incurred
- ✓ General conduct of the team

Statistics can be obtained from the IHA website, printed and included directly in the report.

The Financial report will be prepared on the IHNSW spreadsheet and includes:

- ✓ All income derived in relation to the team including tryouts, uniform, training, tournament charge etc
- ✓ All training expenses
- ✓ Any expenses relating to the team attending the tournament (Bus, Accommodation, meals, first aid items purchased etc)
- ✓ Receipts/Invoices must be retained and handed in with the report to IHNSW.
- ✓ List detailing how the refund to players is to be paid. Any individual expenses occurred whilst attending a tournament are to be deducted from players refund (e.g. mouthguard / neck guard replacement etc).

## Appendix A – Officials Funding

ITEM	HEAD COACH	MANAGER	ASST COACH	ASSIST MANAGER	EQUIPMENT MANAGER
Flights	YES	YES	NO	NO	NO
*Accommodation	YES	YES	YES	YES	YES
*Meals at accom	YES	YES	YES	YES	YES
Meals out	YES	YES	NO	NO	NO
*Bus	YES	YES	YES	YES	YES
*Team Activities	YES	YES	YES	YES	YES
Uniform	NO	NO	NO	NO	NO

\*If acting as cabin parent

## Appendix B – State Travel Permission Form



### State Travel Permission Form



**This is to be completed for all players 17 years and under and sent to your team manager**

**Details of the child participating**

Full Name			
Date of Birth		Gender	
Allergies / Medical Information			
Parent / guardian name			
Parent / guardian contact details			
Parent / guardian address			

**Departure / Collection Information (Manager to complete)**

The team will depart from..... (address of departure point) on ...../...../..... at .....am/pm (arrive no later than .....am/pm) and shall return to ..... (address of collection point) on ...../...../..... at.....am/pm. All parents must be at the collection point at least 15 minutes prior to arrival.

**Officials and Team Supervision Information (Manager to complete)**

Head Coach		Phone number	
Assistant Coach		Assistant Coach	
Manager		Phone number	
Cabin Parents	Name, name, ....		

*We confirm that all officials and accompanying officials have signed the necessary child protection documents in accordance with the NSW Working With Children Check requirements and have completed training outlined in the IHNSW Team Selection Policy and Team Guidelines.*

**Travel itinerary and information (Manager to complete)**

Accommodation	
Address	
Travel will be by	

**The trip may involve swimming activities. Players will be monitored at all times.**

I advise that my child is (please circle)  
 Strong Swimmer / Average Swimmer / Poor Swimmer / non-swimmer

I give permission for my child to participate in swimming activities.

Parent / Guardian Name	
Parent / Guardian Signature	



## State Travel Permission Form

### Travel Insurance - advice

It is recommended that parents /guardians arrange travel insurance for players travelling by air.

Travel insurance for travel by bus/train/car is recommended but is optional.

Travel insurance is not provided by the trip organisers and any travel insurance required is to be arranged by parents/guardians for players.

### Medical Information and Medical Consent

This form is intended to be used to assist in the case of any medical treatment required or medical emergency. A copy of each player's form must be kept on record for the duration of the training and tournament.

The information contained in this form is to provide or arrange first aid and other medical treatments for players. The information collected will be held by Ice Hockey NSW officials and will be made available to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1998(COAH).

Consent to medical attention. In the case of my child requiring medical treatment or in the case of a medical emergency, I consent to the provision of first aid or treatment as outlined in the provided treatment plan and I further authorise, where it is impracticable to communicate with me, to arrange for my child to receive such medical treatment as may be deemed necessary. I also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

#### NOTE:

Parents/guardians note that in the absence of a Medical Information and Consent form standard First Aid shall be administered

Parents are responsible for ambulance costs if incurred and not covered by private cover.

Medicare Number		Ref	
Private Health Fund Name			
Private Health Number		Ref	
Emergency Contact		Number	
Doctor Name		Number	
Medical Conditions (Please provide treatment plans from your doctor)			
Treatment Required			
Medication name		Dose / administer time	
Medication name		Dose / administer time	
Medication name		Dose / administer time	
I consent to my child receiving paracetamol for temporary pain relief? Yes / No			



## State Travel Permission Form

### Acknowledgement of form completion

I consent to all the information provided on this form to receive medical attention and attend the National Championship Tournament.

I confirm there are no existing court orders prohibiting this player from travelling to the event as outlined or restricting my right to approve the player's participation in the event.

Name		Relationship to child	
Signed		Date	

### Manager to complete

Name		Date received	
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