

## ***North Jersey Field Hockey Coaches Association County Representative Guidelines & Responsibilities***

Welcome! Thank you for volunteering to assist the executive board in running the NJFHCA organization. This sheet is designed to help you perform the duties of a county representative without going crazy! Good luck and thanks again!

**Job Description:** To keep your county's coaches informed and be the liaison between them and the NJFHCA executive board.

### **Responsibilities:**

1. To inform & petition for your entire county (all schools) to become active members of the NJFHCA and Pay their Dues ON TIME!
2. Inform all of your county's coaches of their responsibilities: send in school dues annually, submitting their athletes' application for the senior showcase game and the banquet, and give out scholarship forms to their athletes.
3. Organize and distribute all-important information from the organization to your county coaches. Including membership dues forms, scholarship forms, scrimmage workshop forms, an annual schedule of events, and all star & all north jersey award information.
4. Keep an updated contact list for all of your county's coaches. Include names, addresses (home & school), phone numbers, & email addresses.
5. Send reminders to county coaches before big events including meetings, the all-star game and the banquet.
6. Conduct the county meeting and help select players and rank them for all north jersey. Generate the All North Jersey Nomination forms after your county's awards meeting. You should use the all county awards to determine who is nominated for all north jersey.
7. Attend all NJFHCA executive board meetings or send a county representative in your place if you are unable to attend. Each county must be represented at ALL times. Including a preseason meeting, the all north jersey selection meeting, and a spring meeting.
8. Attend & help run the senior showcase game & the banquet.

### ***Typical Schedule of Events & the Responsibilities:***

1. **Spring (May/June):** Executive Board Meeting (includes county reps)- discuss events for the upcoming year and settle on dates for the annual events.
2. **June:** Send NJFHCA letter and a welcome letter (Form #1 & 1a), a coach's information update form and your page of the county directory (#2 & 2a), scrimmage workshop form (#3), annual events calendar (#4) and membership dues application (#5) to each of your counties schools.
3. **August:** (if needed) Executive board meeting- get the season underway, label college coach letters for the senior showcase game. Bring information packet to your county or league pre-season meeting, to give to coaches that did not receive from earlier contact.
4. **September:** Send a reminder about membership dues to all coaches.
5. **October:** Inform any school in your county who has not paid that their dues must be received by the 31<sup>st</sup> if their players are to be eligible for any all north jersey honors.
6. **November:** Run your All county Meeting. Generate a ranked list (#9) of players to nominate from your county for all north jersey. Fax forms to organizer. Hand out Senior Showcase forms (#6) to eligible player's coaches. Fax list of all seniors (#7) to game organizer. Generate a volunteer list of coaches (#8) to work the game. Fax that list to the game organizer as well. Distribute scholarship forms to all coaches for their seniors (#10). \*\*Reminder, any senior on your team may apply for this scholarship. These forms will be e-mailed to you or be available on our website at a later date. (PAGE # 6 to #10 to follow at later date for county meetings)
7. **November:** Attend the All North Jersey Selection Meeting and bring a second representative to the meeting to assist you with the voting process. Mail award information, senior showcase information and banquet forms to coaches of players honored. Both forms will be available to you at the meeting.
8. **December:** Attend the Senior Showcase Game.
9. **January:** Attend the All North Jersey Coaches Association Banquet. Assist with check in of players and coaches from your county.

# *North Jersey Field Hockey Coaches Association* *(NJFHCA)*

The North Jersey Field Hockey Coaches Association is an association that is dedicated to promoting field hockey throughout the state of New Jersey and Keeping the enthusiasm for the sport strong. Membership in our association entitles your athletes to the following benefits:

- Mailing with informative information pertaining to field hockey happenings
- Scrimmage workshop participation
- Senior All-Star recognition
- North Jersey recognition and plaques
- Opportunity to be seen by college coaches
- Eligibility for NJFHCA Scholarships
- Eligibility for NJFHA Scholarships
- Banquet to Honor all athletes named to All North Jersey Teams

**Membership participation is paramount to our success  
and continuance.**

**Should you have any questions or suggestion for the  
association please feel free to contact Jenn Badami  
(NJFHCA President) via e-mail or phone:  
[Fhcoachwh@yahoo.com](mailto:Fhcoachwh@yahoo.com) or (973) 650-2532.**

# *North Jersey Field Hockey Coaches Association*

June 9, 2007

Dear (Bergen) County Field Hockey Coaches,

Hello everyone, hope all is going well. I have enclosed information regarding events for the upcoming 2005 field hockey season. Please remember to pay your dues to Jill White as soon as possible (application enclosed). If your schools' application form and the \$75.00 dues are not received by the October 31<sup>st</sup> deadline your athletes will be ineligible to play in the senior all star game, be nominated for All North Jersey Honors, or attend the annual banquet. Please make this a priority. The scrimmage workshop information has also been included. Please be sure to send your forms to the correct person before the deadline. If there have been any changes to the coaching staff or address/phone number changes, please send the new information to me (via email if possible) so that our files can be update. My e-mail, address and phone number are on the county list enclosed. Do not hesitate to call if you have any questions. I would appreciate this information back by June 30<sup>th</sup>. Lastly, as of August 2005 our association has been linked to the NJFHA website ([www.NJFHA.org](http://www.NJFHA.org)). You will find our forms and information on this site; just click the link "coaches association". There is also useful information regarding clinics, high school leagues and adult league information. Thank you very much for your time and your speedy cooperation. Have a great summer and see you in the fall.

Sincerely,

(your name)

NJFHCA (Bergen) County Rep

*(Bergen) County Field Hockey Coaches Information*

**Coaches Name:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Send to: (how ever it is easiest for you... via mail, e-mail or fax)**

**Thank you**

**(your name)**

**NJFHCA (Bergen) County Rep**

**NJFHCA**  
**(Bergen )County Association Members**

**8**

**Insert your county directory**

**North Jersey Field Hockey Coaches Association  
Scrimmage Workshop**

*South Plainfield Site*

**September (Saturday of Labor Day Weekend)**  
**Director:** Fran Flannery  
129 B Front Street  
South Plainfield, NJ 07080  
908-754-3462

*Walkill Site*

**September (Saturday of Labor Day Weekend)**  
**Director:** Irene Rivara-Chernati  
1049 Owassa Road  
Newton, NJ 07860  
973-948-4162

All member schools are invited to participate in either workshop.

***Applications are due no later than June 30.***

Please send the attached registration form to the director of the site you wish to attend.

Please detach and mail to appropriate site director.

-----

**School** \_\_\_\_\_

**Coach** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **School Colors** \_\_\_\_\_

**Conference/League** \_\_\_\_\_

**Site: Please check one.**

- South Plainfield
- Walkill Valley

# *North Jersey Field Hockey Coaches Association*

## *2007-2008 Event Dates and Information*

### **Pre-Season Meeting:**

- **ALL COUNTY REPS!**
- **June 11, 2007 (Monday)**
- **4:30 pm**
- **Wayne Valley High School**
- **(\*\*\*\*E-Mail meeting due to conflicting attendance)**

### **Futures:**

- Register online at [www.usfieldhockey.com](http://www.usfieldhockey.com) -USFHA

### **Garden State Games:**

- NJ Garden State Games Field Hockey
- **Date:** July 14 & 15, 2007
- **Times:** 7:40 am until 2:30 pm Saturday & Sunday for U19 & U16 divisions
- **Location:** Robbinsville High School Turf  
155 Robbinsville Edinburg Road, Robbinsville, NJ 08691
- Email – [usafieldhockey@aol.com](mailto:usafieldhockey@aol.com)

### **Scrimmage Workshop:**

- South Plainfield – Fran Flannery – 09/01/07
- Wallkill – Irene Rivara-Chernat – 09/01/07
- Trainer need at site. Paid for by NJFHCA

### **NJFHCA Dues:**

- \$75.00 with application
- Deadline – October 31<sup>th</sup>
- \*\*\*Any school not paid by this deadline **WILL NOT** be eligible for All Star Selection, Senior Showcase or All Star Dinner

### **County All Star Selection Meeting – must be held the week of Nov 1<sup>st</sup>**

#### **All counties must complete the following**

- Select all star team – 1<sup>st</sup> Team All county seniors + 1 Goalie
- Identify all-star team on proper form. Morris county top 22 player including goalies
- Hand out Senior showcase applications to eligible senior players
- **All North Jersey Selection (different from ALL STAR)**
- **This selection is the top 10 players in the county. (not just seniors)**
- Complete group statistic sheets
- Rank each player by order they were selected in your county

- 5 offense, 5 defense, 1 goalie 1<sup>st</sup> team all county players only (morris county exception)
- All information must be completed by **3pm November 11.**
- Faxed or e-mailed to Jen Menges
- E-mail: [wvfieldhockey@yahoo.com](mailto:wvfieldhockey@yahoo.com)
- Fax: (973) 633-3114

### **North Jersey Field Hockey Selection Meeting**

- Wayne Hills High School (directions will be e-mailed)
- 4:30pm
- November 15<sup>th</sup> (Thursday)
- Each County must have **TWO** representatives present at this meeting
- Dinner reservations forms and Senior Show case forms will be distributed to all county reps at this time

### **North Jersey Senior Show Case All Star Game**

- Sunday, December 2, 2007
- Montclair State University
- 10am, 11:30 am, 1pm and 2:30pm
- All applications are due back no later than Tuesday, November 13, 2007

### **North Jersey Banquet**

- Sunday, January 6, 2008
- Meadow Wood Manor, Randolph NJ
- Reservations Due to Jill Cosse
- December 20, 2006

### **Field Hockey Festival**

- November 23,24,25
- California
- Tryouts:
- Central Jersey: [www.centraljfh.com](http://www.centraljfh.com)
- Spirit Eagles FH club: [cowsnfrog@erols.com](mailto:cowsnfrog@erols.com)
- ALL 4 ONE: E-mail: [lesleyall4one@aol.com](mailto:lesleyall4one@aol.com)  
[www.all4onesports.com](http://www.all4onesports.com)

### **Website Link**

- [www.NJFHA.org](http://www.NJFHA.org)

(click Coaches Assoc.)

Will be updated by Sept. 20<sup>th</sup> 2007

(all forms on website... or e-mail [fhcoachwh@yahoo.com](mailto:fhcoachwh@yahoo.com) to receive any forms, information or questions)

# **NORTH JERSEY FIELD HOCKEY COACHES ASSOCIATION**

## *Membership Dues Application*

Member School \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_, NJ Zip Code \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ A.D. Phone \_\_\_\_\_

School Fax # (\_\_\_\_) \_\_\_\_\_

County \_\_\_\_\_

Coach's Name \_\_\_\_\_

Coach's Address \_\_\_\_\_

\_\_\_\_\_, ZIP \_\_\_\_\_

Coach's Home Phone (\_\_\_\_) \_\_\_\_\_

Coach's Work Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_

Coach's E-mail \_\_\_\_\_

**To participate in NJFHCA activities all schools must submit the application and membership dues. No dues will be accepted after October 31. Schools who fail to pay their membership dues will forfeit the right of their athletes to NJFHCA all - star recognition, the Senior All – Star game and the Awards Banquet.**

**COST - \$75.00 made payable to NJFHCA**

**Please complete the application information above and forward it, by October 31, with your check for dues to:**

Ms. Jill White  
15 Broad Street, Unit #234  
Pompton Lakes, NJ 07442