



LEWES HOCKEY CLUB

Guide for Parents

Introduction

A guide for Parents of all our Junior members showing how they register their Child with Lewes Hockey Club via our online membership form. We use Pitchero to run our club website and membership database and this collects all the information and consents we need to allow children to participate in training and games with the club. It is compliant with all the latest data (GDPR) and safeguarding regulations (England Hockey) (further details under the documents section of the club website) and allows you to control and manage yours and your children's personal data.

Once your application has been approved you will be able to access further information on the secure section (members only) of the website.

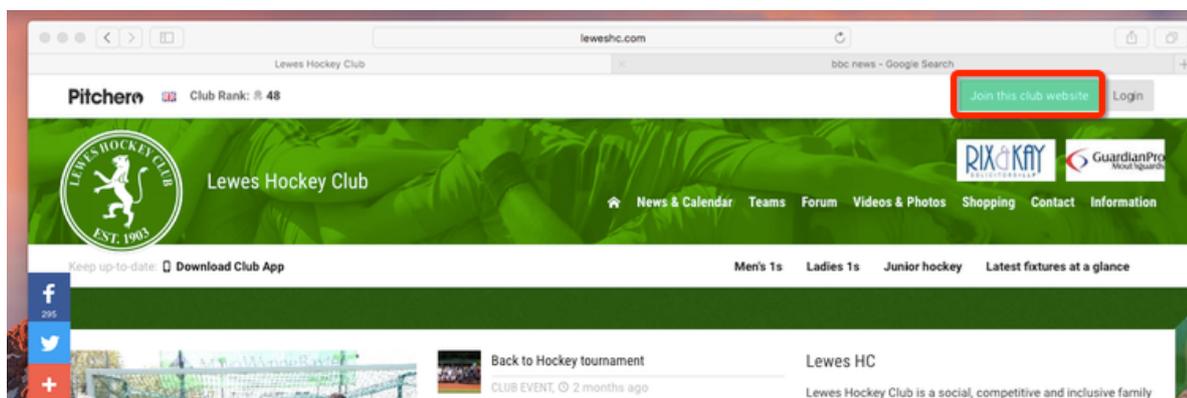
How do Parents register to the club website?

How it works

Parents **SHOULD NOT** register as a player! When registering your own account, please use your own full name and not your child's – You will only be required to provide a minimum of your name, email address to register as a Club Member and Parent. All personal information for your child will be held in your Childs Account to which you will have complete access.

Go to www.leweshc.com

Click **Join Club Website**



You will be asked to enter your **name** and **email address**. You must ensure that the **Club Member box ticked**, and you should join as a **Parent** (if you also play you will be able to select an additional role as a player). **Click next**.





LEWES HOCKEY CLUB

Guide for Parents



Which of these roles best describes you?

Club Member
View private areas of the site including team selection, player stats, videos and photos.

Player
Manage availability and receive instant notifications when you've been selected to play.

Coach
View private areas of the site and download club coaching material.

Parent
Receive team updates direct to your inbox and manage availability for your children.

Team Admin
Manage fixtures, select match day squads and communicate with players and parents for

You will then be asked for your **Childs name** – in some case we may have already added this for you – if your Childs name doesn't appear in the search box then you can add their details as in the example below:



Registration Form

1. Your details > 2. Choose your roles > 3. Registration form

Add your children to apply for the Parent role.

Your Children are then associated with your account allowing you to view forthcoming events, set availability on their behalf etc (Our safeguarding policy only allows us to communicate with Children via their Parents accounts). This year we will be using Pitchero to hold all membership information and collect Membership and Match Fees and we aim to discontinue our paper-based forms.

Joining the club website is free for all Club Members (and Supporter) Roles. We use the Player Role category to manage Membership Fees. A new member is entitled to 3 free training sessions before we ask for any fees – there is no Membership Fee for Parents unless they play. Should Parents wish they can apply

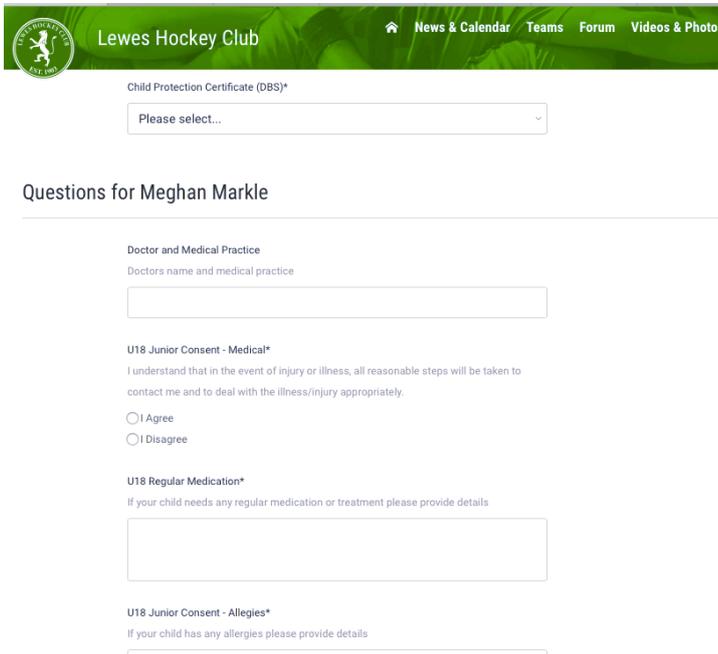




LEWES HOCKEY CLUB

Guide for Parents

for Social Membership of the Southdown Club of which Lewes HC is member. Please speak to Reception sec@southdownclub.org.uk for further details of the Tennis, Squash and Gym sections.



Lewes Hockey Club | News & Calendar | Teams | Forum | Videos & Photos

Child Protection Certificate (DBS)*
Please select...

Questions for Meghan Markle

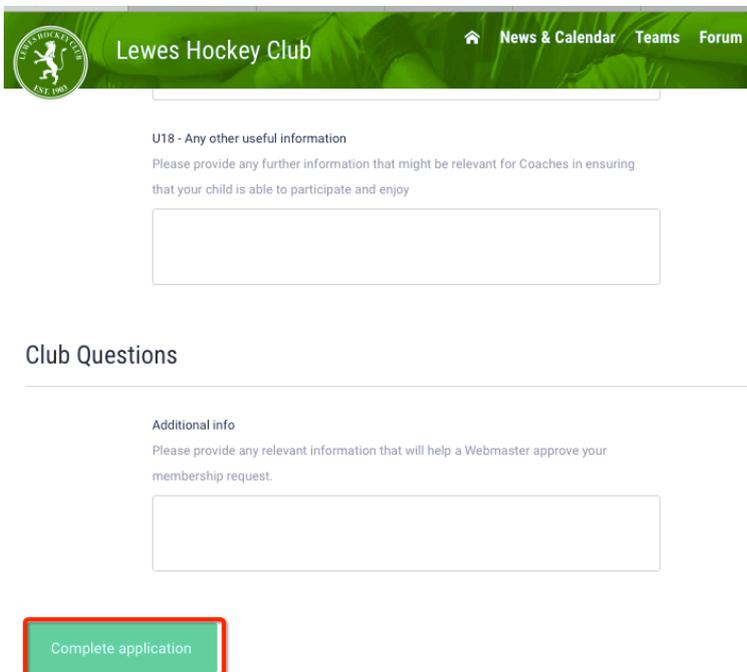
Doctor and Medical Practice
Doctors name and medical practice
[Text input field]

U18 Junior Consent - Medical*
I understand that in the event of injury or illness, all reasonable steps will be taken to contact me and to deal with the illness/injury appropriately.
 I Agree
 I Disagree

U18 Regular Medication*
If your child needs any regular medication or treatment please provide details
[Text input field]

U18 Junior Consent - Allergies*
If your child has any allergies please provide details
[Text input field]

You must complete the **Online Membership form** (which provides the Club with the necessary consents and emergency contact details) before your Child can take part in any events (Sunday Mini Hockey, Training, Games etc). All U18s require mouth guards and shin pads in order to train and play.



Lewes Hockey Club | News & Calendar | Teams | Forum

U18 - Any other useful information
Please provide any further information that might be relevant for Coaches in ensuring that your child is able to participate and enjoy
[Text input field]

Club Questions

Additional info
Please provide any relevant information that will help a Webmaster approve your membership request.
[Text input field]

Complete application

And please make sure you complete all fields (you won't be able to save the form unless all mandatory fields are completed).





LEWES HOCKEY CLUB

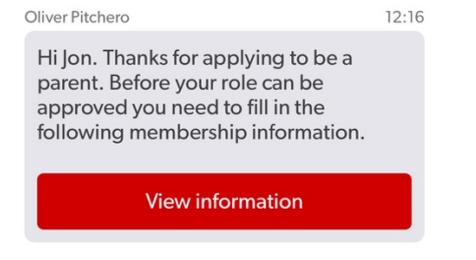
Guide for Parents

Click **Complete Application** to finish



Shortly after the application has been submitted, the user submitting the application should receive a message to their Pitchero account asking them to fill out their designated registration form.

Users will be notified of the message through either a prompt in the Pitchero Club app or their email address and will look similar to this:



Tapping '**View information**' will take the user to the following similar screen to enable completion of all personal information, consents and emergency contact details that Lewes HC requires:





LEWES HOCKEY CLUB

Guide for Parents

From there the user needs to fill out any required fields and select '**Save changes**' towards the bottom of the screen.

If you have any questions, please email me or Southdown club reception.

We look forward to seeing you this season.

David

David Mansell

Head of Junior Section

Lewes Hockey Club

Email: youth@leweshc.com

Links to relevant documents on club website:

