

A guide to completing contact details on the Surrey Hockey Umpires' (SHUA) website – for Clubs, Schools and Universities

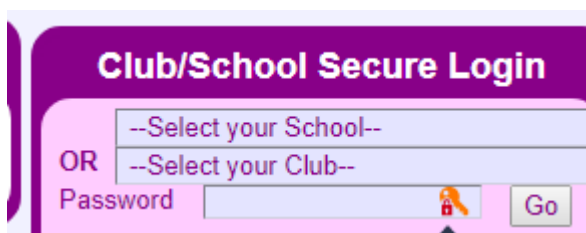
If your Club intends to approach SHUA for appointments you need to establish contact with the appropriate appointment's secretary ([See SHUA Appts](#)) to initiate the process of getting fixture information onto the website.

Whether or not you have fixtures it is advisable to keep the information section on our website up to date with Club information as you never know when this may be needed for real. If your Club does this annually then you will always be up to date. This is a short guide to assist in the process of using our system.

The following personnel at each club require information to updated on a regular (normally annual) basis.

1. **Club Secretary** – for general correspondence from time to time
2. **Club Treasurer** – for receiving any bills we may have to issue to your Club for the appointments you may receive.
3. **Umpire Contact** (for each team you may receive appointments)
4. **Club Disciplinary Officer** – required if there is any need for contact with your Club by either ourselves (unlikely) or Surrey HA in the event of any red cards or MMOs being issued to members of your Club. SHUA does not enter into any correspondence with Clubs when red cards/MMOs have been issued – this is entirely a SHA matter.

To get started you need to access the “back office” part of our website that has been specifically marked up for your use. In the top right area of our home page at www.surreyhua.co.uk you will find a box like this



The image shows a login form titled "Club/School Secure Login". It features two dropdown menus: "--Select your School--" and "--Select your Club--". Below these is a "Password" field with a lock icon and a "Go" button. The word "OR" is positioned between the two dropdown menus.

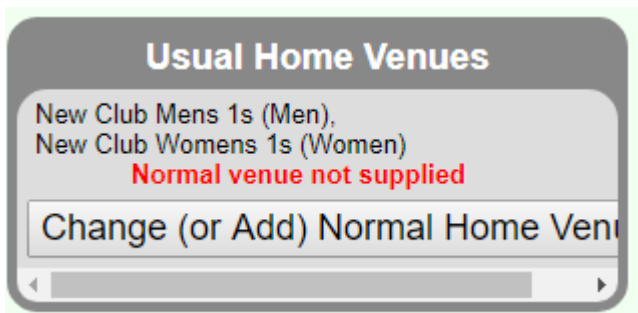
Select your Club and enter the password and you are in! If you do not know the password you will need to ascertain this information from one of your club's previous authorised officers. Only in very rare situations will we reset the password for your club – the onus is on you to find the club contact(s) that had access previously. The password will be the same for all your Club personnel who require access to our system. E.g. it would be normal to give your fixtures secretary the login so that start times may be updated.

Once you have successfully entered the password you will be presented with some of these sections.

To Do

- 1 You have not provided the postcode for your clubhouse.
Please edit your club records (on the left) and provide the postcode of your clubhouse or post match venue.
- 2 **There are no discipline officer contacts for your club with an email address.**
As a result, any important information destined for discipline officers will not be sent to anyone at the club.
Please edit the contact information immediately and mark at least one person as a discipline officer contact, with an email address.

The To Do List highlights some of the sections that require immediate attention and is self-explanatory.



If not already entered you may enter your usual playing venue from the drop down list. If your venue is not listed then please contact the Webmasters.

Club Records

Website	www.newclub.co.uk
Clubhouse Name	The NewClub Arms
Clubhouse Postcode	not provided
Club Colours	Brown and Orange shirts

Change Club Records

Club Password

Change Password

Club Finances

View Finances with Surrey HUA

If you need to pay to Surrey HUA, the preferred method is via a direct payment.
Direct payments can be made to Sort Code: 40-35-01, Account Number: 51088912.
Please annotate any payment with your club name and the number of the invoice you are paying.
If you can only pay by cheque, cheques should be payable to Surrey Hockey Umpires Association.

Again, there is a self-explanatory element to these boxes and some help has been given in the To Do box.

All sections in the Club Records box should be kept up to date including club colours (skirts/shorts and sock colours are also helpful).

If you need to change the password for any reason this is where to do so and if you have received any appointments from SHUA you will be able to see details via the button in the blue shaded box.

Club Contacts

(Last Updated on 25th September 2017)

(addresses in green are not shown on the website and are for association(s) use only)

Secretary - Andy Newclub	no address provided 07000 000000 (m) newclubperson@newclub.com
Club Disciplinary officer - A N Other	no address provided 07000 000002 (m) no email address provided
Treasurer - NewClub Treasurer	no address provided 07000 000001 (m) newclubtreasurer@newclub.com

Treasurers Contacts

Treasurer - NewClub Treasurer (newclubtreasurer@newclub.com)

Secretarial Contacts

Secretary - Andy Newclub (newclubperson@newclub.com)

Discipline Officer Contacts

There are no registered discipline officer contacts.

[Change Club Contacts](#)

The Club Contacts section is very important for day to day contact from the website to your club. You are required to keep current and accurate information for your Secretary, Treasurer and Club Discipline Officer.

You also need to enter an Umpire Liaison Officer (at least one please) for EVERY team you may be expecting appointments for. If the teams you are expecting to receive appointments for are not listed at the foot of the Club Contacts page (note this is after you have clicked the Change Club Contacts button) then you will need to contact us. If there is no information for your teams here then your club will not receive notification of any appointment and this may result in umpires being withdrawn without any notice because your Club may have failed to confirm match details with the umpires.

Match details are extremely important to confirm at least 5 days before the game so that umpires know the match detail (time and place are essential) on the website is correct and hasn't been changed without notifying us.

The Discipline Officer contact is a mandatory requirement as set out in England Hockey doctrines. Each club requires a nominated person with whom the County, Regional and National Disciplinary Officers may liaise when Red Cards and MMOs have been issued to members of your Club. This, we accept, is a very rare event but the infrastructure needs to be in place BEFORE any such occurrence.

Latest Club Specific News

18th Sep 17 University Hockey – 2017 / 2018 ----- OPPORTUNITY KNOCKS !

There is a news item section that keeps you up to date with some of the important changes that occur with us and hockey in general and the way in which we would request your club to interact with us.

A note about applying for matches.

Saturday league games are normally scheduled by us before the season starts although we have little knowledge at that stage about time of start and venue. It is usually possible for this to be input by the club via the Administration Section.

For all Sunday and Midweek league and cup games we will need to be advised by email of the match detail so that we may schedule these games for you on the website.

For all friendly matches for which you intend to request appointments you should advise these to the appropriate appointments secretary. Full details for all our appointments secretaries may be found at [See SHUA Appts](#)

Webmaster

September 2017