

# 2024-2025 Affiliation

July 2024



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## Overview of affiliation

1. Provide details of the following via your club's GameDay contacts dashboard. The following roles are mandatory. All of these roles must hold an England Ice Hockey DBS check with enhanced barred children's list.
  - Chair
  - Treasurer
  - Secretary or registrar
  - Head Coach
  - Designated Safeguarding Lead (DSL)
2. Complete an affiliation form for each team. The affiliation form must be completed for each TEAM wishing to affiliate with England Ice Hockey. All teams competing in England Ice Hockey leagues, or registering as train only, must complete a form for approval.
3. When individual registrations open, your parent club must ensure all of the above are registered with England Ice Hockey via your club's registration form.

Your affiliation will not be confirmed until you have completed all the required information.

**Please note that we may be auditing your documentation during this season. You must ensure you have it available should it be requested. If you need any assistance with documentation or roles, please refer to our club toolkit:**

<https://englandicehockey.com/clubs/>

## Step 1: Update your club contact details in GameDay

To ensure we are able to process your affiliation, you must ensure your club contacts include the following:

- Chair (“President” in GameDay contacts)
- Secretary or registrar
- Treasurer
- Head Coach (“Coaching Director” in GameDay contacts)
- Designated Safeguarding Lead (“Committee Member” in GameDay contacts)

**Reading Testers** [Get Started](#)



**Add/Edit Logo**

**Details** [Edit](#)

Reading Arena  
Test Road  
Reading  
RG1  
[info@readingtesters.com](mailto:info@readingtesters.com)

**Contacts** [Edit](#)

**President** (Primary Contact)

Joe Bloggs  
01234 56789  
[joe.bloggs@englandiceho...](mailto:joe.bloggs@englandiceho...)

**Treasurer**

Ken Adams  
01234 56789  
[ken.adams@englandiceho...](mailto:ken.adams@englandiceho...)

**Secretary**

Ribena Squash  
[rsquash@englandicehock...](mailto:rsquash@englandicehock...)

**Committee Member**

Sam Sung (DSL)  
[ssung@englandicehockey...](mailto:ssung@englandicehockey...)

**Coaching Director**

Gareth Westgate  
[gwestgate@englandiceho...](mailto:gwestgate@englandiceho...)

[Hide more](#) ^

To add or update the existing roles, please login to your Club portal > Contacts > Edit

Be sure to include the email address of each contact and select the ‘functional responsibilities’ so that they receive the correct communications.

[Save](#)

Board or Committee Roles	Functional Responsibilities									
	Primary Contact	Competition Admin	Social Activities	Website & Publicity	Transfer & Permits	Sponsors & Fundraising	Finance & Payments	Legal & Contracts	Registration	
President Joe Bloggs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice President Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treasurer Ken Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secretary Ribena Squash	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Registrar Add new Name Here	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Member Sam Sung (DSL)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Firstname: Sam Surname: Sung (DSL) Gender: None Specified Email: ssung@englandicehockey.com Mobile:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Tip: As DSL isn't denoted in the roles, please put (DSL) in brackets after the surname of the person who is your DSL as per the example above.*

Once registrations for individuals for the 2024-2025 season are open (anticipated date during w/c 15 July 2024), these members must all register with GameDay. It is free for committee members. For committee members, we advise beginning your registration process even if you do not have all the required pre-requisites.

**Any NEW DSLs that have not already contacted the safeguarding team should email [info@englandicehockey.com](mailto:info@englandicehockey.com) so that we can get you started with the process.**

## Step 2: Start your team's affiliation application

Please use the following link to apply for affiliation for your team.

NIHL: <https://membership.mygameday.app/regofrm.cgi?aID=29297&pKey=1eeced8594a993eb53d87c1fdd97f409&formID=115814>

WNIHL: <https://membership.mygameday.app/regofrm.cgi?aID=29307&pKey=8b92b6e35fd7eefeb6f7dd7436b1913&formID=115814>

Juniors: <https://membership.mygameday.app/regofrm.cgi?aID=29309&pKey=7445383404325f73ca3d53114d36c923&formID=115814>

SEND: <https://membership.mygameday.app/regofrm.cgi?aID=29329&pKey=511158178030773c0ca5f29790ea7be2&formID=115814>

Please note: The first page of this form sometimes comes up with strange letters and symbols due to a browser issue. To get rid of this, simply refresh your page and it should appear correctly.

### Step 3: Choose type

#### 1. Existing teams:

If your team was registered with England Ice Hockey in 2023-2024, please select:

*'My team is registered in this league/association and I know my team code and password'.*

#### **How do I find my team code and password?**

To find your team code and details, select teams on the left hand-side of your club portal, and click the magnifying glass next to the team you're looking for (please note, you may need to change your filter in the teams to 2023-2024 for it to show as it will default to 2024-2025). Copy and paste the details as requested:

Team Code  
Team contact  
Team email

## Test Club 2 Elite



Add/Edit Logo

### Details [Edit](#)

Team Code	22800322
Contact	Joe Bloggs
Email	<a href="mailto:joe.bloggs@eiha.co.uk">joe.bloggs@eiha.co.uk</a>

If you do not know your password, as a club admin, you can reset this. Click the settings cog at the top right hand corner of your club portal, and go to password management as below. Your teams will appear in the password area and you can update them as you wish (we recommend something memorable, and a maximum of 13 characters).

### Configuration

These configuration options allow you to modify the data and behaviour of the system.

<p><b>Manage Users and Security</b></p> <ul style="list-style-type: none"> <li><a href="#">Password Management</a></li> <li><a href="#">Permissions</a></li> </ul>	<p><b>Configure Database Fields</b></p> <ul style="list-style-type: none"> <li><a href="#">Custom Fields</a></li> <li><a href="#">Field Configuration</a></li> <li><a href="#">Manage Lookup Information</a></li> <li><a href="#">Member Packages</a></li> <li><a href="#">Member List Display</a></li> </ul>	<p><b>Setup Registrations</b></p> <ul style="list-style-type: none"> <li><a href="#">Age Groups</a></li> <li><a href="#">Seasons</a></li> <li><a href="#">Clearance Settings</a></li> </ul>	<p><b>Manage Competitions</b></p> <ul style="list-style-type: none"> <li><a href="#">Statistics Templates</a></li> <li><a href="#">Ladder Templates</a></li> <li><a href="#">Fixture Templates</a></li> <li><a href="#">Media Outlets</a></li> <li><a href="#">Finals Eligibility Settings</a></li> </ul>
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To find your team code and details, please see the following guide:  
<https://support.mygameday.app/help/team-codes-team-level>

***What if I can't locate my team code and password?***

On the type, please select: *'I would like to request my team code and password'*.  
The registered team email address will receive the link with the details and password reset.

**2. New teams:**

Please note, you must already have registered your parent Club with EIH. If you have not done so, please contact [info@englandicehockey.com](mailto:info@englandicehockey.com) prior to completing this form so we can ensure your club is setup in our system.

Once you have done this, please select *'New Team Registration'*.

## Step 4: Team Information

Choose the PRIMARY 2024-2025 competition the team is competing in from the drop-down options. You will be added to any cups and challenge match leagues once your primary affiliation is confirmed and fixtures have been done.

Select your parent Club from the drop-down options.

### ***What if I don't know which competition I am in?***

Please contact league management to confirm your competition.

*Note: this can be edited if you make a mistake; please contact [info@englandicehockey.com](mailto:info@englandicehockey.com) if you require assistance.*

### ***We are a new team that are training only, or a SEND team, what should we choose?***

Please choose the 'train only' competition.

## Team Information

Complete the required fields in the team information.

For your TEAM name, it is important to note that this is how the team will publicly appear on our website and fixtures. We kindly ask that you include the appropriate age group or section for ease of identification, for example Leicester Juniors U18 A, or Cornwall Ice Hockey Club NIHL 2.

*Note: this can be edited if you make a mistake; please contact [info@englandicehockey.com](mailto:info@englandicehockey.com) if you require assistance.*

## Match day contact details

To help members connect and streamline communication between teams before and on match days, we request that all teams provide a match day contact.

**You must have permission from the individual whose contact details you are sharing before including them on this form. This will be shared with other teams.**

## Public contact details

To help new members connect with the ice hockey community and streamline communication, we request that all teams provide a club contact email address for publication on our website, [englandicehockey.com](http://englandicehockey.com). This is optional but strongly recommended.

**You must have permission from the individual whose contact details you are sharing before including them on this form.**

## Member affiliation contact details and declaration

This part of the form should be completed by the person taking responsibility for the affiliation and is the person that appears on our list of registered voting members. They must complete the form and the declaration to proceed. Their contact details will not be posted publicly but they are the voting member for your team.

You must make sure this is the person that is on the members' list rather than the team's main contact. This will often be the club chair.