

Club Welfare Officer Instruction – PlayHQ

There are two important factors for Club Welfare Officers to ensure they have completed through the PlayHQ platform

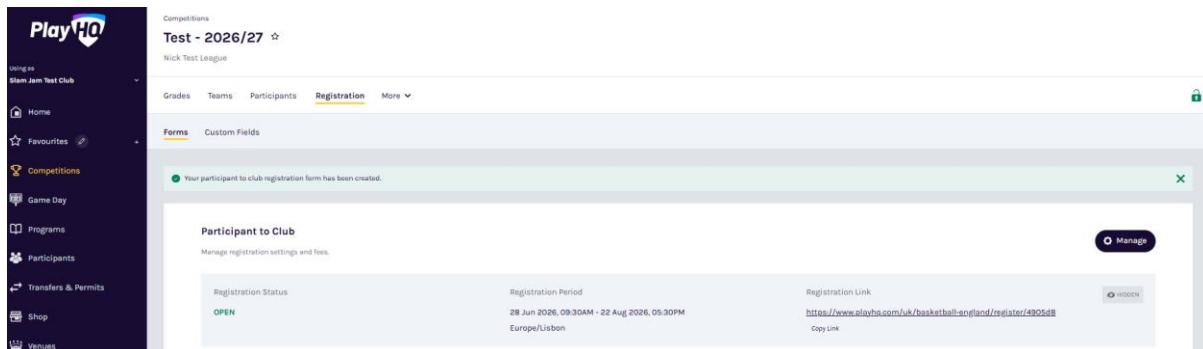
1. Officially registering as a Club Welfare Officer
2. Publicly listing your role

Registering through PlayHQ

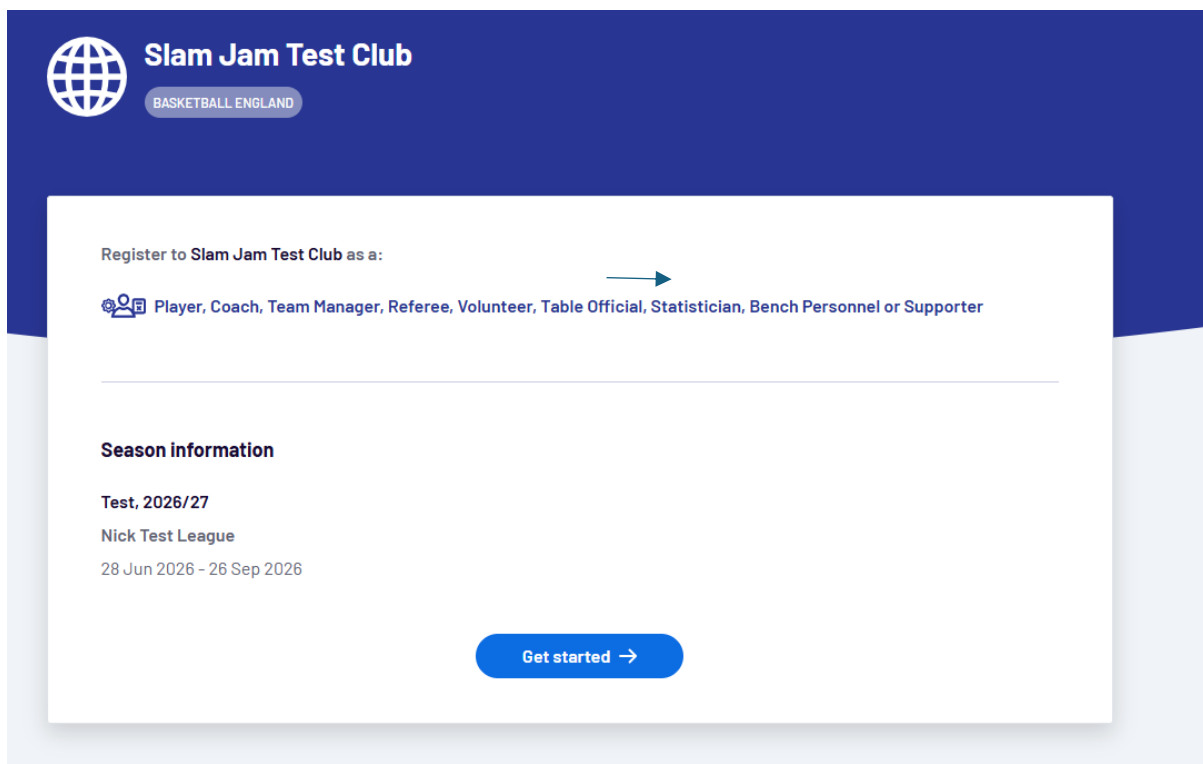
The most important thing to ensure if you are officially registered into your role, you can use the same registration forms as the clubs and players at your club. You can register into any competition your club is a part of (National or Local League) or the casual players registration link.

Steps to set up your registration form:

Step 1 - Once you have been sent your clubs registration form, you can begin the process, all forms can be found in the admin portal through PlayHQ if you are not able to locate yours.



Step 2 – Once you have selected the registration form, select get started



Step 3 – Select the volunteer role when prompted

[Cancel](#)

1 2 3 4 5

Role

Now, choose how you would like to participate.

	Player	☐
	Coach	☐
	Team Manager	☐
	Referee	☐
	Volunteer	☐
	Table Official	☐
	Statistician	☐
	Bench Personnel	☐

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Step 4 – The most important question, when asked what is your role as a volunteer select Club Welfare Officer

Since the age of 18 years old, have you lived overseas for a duration of more than 6 months in any 12 month rolling period?

*

No



What is your role as a volunteer?

Please select



Step 5 – Upload a photo of you, ensure it is a headshot where you can clearly be identified

[Cancel](#)

Participant Photo

You can update the participant photo for administrator verification. The photo must clearly show participant's full face. Max file size is 5MB and must be in JPEG or PNG format. You do not need to upload a new photo unless you want to change the existing one.

Step 6 – Agree to terms and conditions and submit registration

[Cancel](#)

- 1
- 2
- 3
- 4
- 5
- 6

Fees

Summary

Association Volunteer Registration Fee	
Nick Test League	£0.00
Club Volunteer Registration Fee	
Slam Jam Test Club	£0.00
Subtotal	£0.00
Total Tax Included	£0.00

All values displayed are in GBP.

Please review the following before continuing

By registering you may receive communications from Slam Jam Test Club, Nick Test League and governing bodies regarding your participation.

- ☒ I would like to receive marketing and communications from Basketball England and their partners, including basketball news, updates and information.
- ☒ By ticking this box, I acknowledge I have read and agree to [Basketball England's Member Terms and Conditions](#), the [Code of Ethics](#), the [Privacy Policy](#), and the following [terms and conditions](#) outlined by Basketball England, my club and affiliated associations.

Publicly listing your role

It is essential that you list your role through PlayHQ.

Step 1 - On the PlayHQ admin portal select My Organisation > Overview > Contacts to add your role on PlayHQ

My Organisation

Details **Contacts** Notifications Vouchers Payments

Contact information

First name*	Last name*	Position*	Email	Phone	Visibility
Please enter	Please enter	Please select	mail@mail.com	Please enter	☐

+ Add contact

Update & Save Cancel

Step 2 – Ensure all details are added and visibility is turned on, once completed you will now

Contact information

First name*	Last name*	Position*	Email	Phone	Visibility
Nick	Holloway	Club Welfare Officer	Nicholas.holloway555@gmail.com	07506807126	☒

Step 3 – You will now appear on the PlayHQ front facing area of the PlayHQ

Example here - <https://www.playhq.com/uk/basketball-england/org/slam-jam-test-club/0e1e8183>



Slam Jam Test Club

✉ nick.holloway@basketballengland.co.uk

Nick Holloway

Club Welfare Officer

☎ 07818687322

✉ nick.holloway@basketballengland.co.uk