



# West Vancouver Field Hockey Club

*“The home of North Shore Field Hockey”*

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## **JUNIOR EQUIPMENT POLICY**

The ordering, inventory and loaning of Junior equipment is coordinated by:

- The Executive Director (ED)
- The Equipment Coordinator (EC) for the Junior League

in consultation with the Junior Committee and Uniforms and Equipment Working Group.

### **1. Equipment Inventory and Purchase:**

- The ED and EC are responsible for the inventory and identification of equipment requirements for all Junior programming. No ordering of equipment supplies shall take place without the authorisation of the ED in conjunction with the Chair of the Junior Committee.
- Equipment suppliers will be selected on the basis of quality, price and ability to provide stock in a timely manner. Should a sponsor or preferred supplier be identified for the Club, equipment purchasing will respect any agreements or relationships in place.
- Key Spring League dates:
  - In July-August, the ED and EC will undertake a full inventory of all equipment stored at Hugo Ray and other locations. This will form the basis for identifying any equipment required for the forthcoming Spring League
  - Between November-February, the ED will order any equipment required for Spring League
    - Delivery for all Spring League equipment supplies will be taken between March – June
    - Replenishment of equipment supplies will be undertaken by the ED and EC as equipment is returned at the end of Spring LeagueAdditional ordering for all other programs may take place as and when required.

### **2. Equipment Distribution for Junior Programs**

- The ED and EC are responsible for organising the equipment distribution for any Junior program.
- Spring League:
  - Before the start of Spring League, the EC and ED will organise 2-3 equipment pick up sessions where team managers and coaches receive their allotment of equipment for the program

- Each Manager and Coach are responsible for storing and monitoring the equipment throughout the program. Should there be any damage or loss, the Manager/Coach is responsible for reporting this to the ED or EC.
- At the end of Spring League, the EC and ED will organise 2-3 equipment drop off sessions where team managers can return their allotment of equipment. An evaluation of all returned equipment will be undertaken to ensure that damaged items are removed and bags are restocked in advance of next year's Spring League. At this point newly purchased equipment can be used to top up supplies.
- All Managers/Coaches are expected to return their equipment at the end of Spring League unless they have prior agreement from the ED/EC to retain it. Failing to return equipment, together with loss or damage, contributes to rising membership costs at the Club. WVFHC reserves the right to charge individuals or teams for replacement costs in these situations.

### 3. Equipment Loan Policy:

- WVFHC is committed to supporting our members in their development and growth as a player. Members may therefore request to borrow equipment free of charge if:
  - they are participating in Club programming on a regular basis and;
  - they require it for use in North Shore High School teams, FHBC regional or provincial tournaments and/or Junior National Purposes
- Players are **not permitted** to use WVFHC equipment for participation in programs at other clubs or in tournaments/events as a representative of another club. Anyone found using WVFHC equipment outside of the authorised uses above without specific permission from the ED will be required to immediately return the equipment.
- Requests to borrow equipment should be directed to the Executive Director. Once approved, the ED will issue the equipment accompanied by a written letter outlining this policy and confirming the equipment loan. There will be a date of return on which the individual is requested to return the equipment and/or seek to enter into another agreement with the Club.
- It is the responsibility of the individual borrowing the equipment to ensure that it is kept safe. WVFHC reserves the right to charge individuals for replacement costs in the event of loss or damage. WVFHC will provide a tariff of replacement costs with the equipment on loan.