



WEST VANCOUVER FIELD HOCKEY CLUB

Home of North Shore Field Hockey

TEAM GUIDE 2025



Welcome to Spring League!

Our successful Spring League programming would not run without you, coaches and managers, volunteering your time and talents to your teams and all the players that take part. This guide is to provide all the details to help you and your team have a FUN and active Spring League season.

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Key Dates

February 24 - Practice requests and Junior Coach requests for U9+ teams sent out. Forms due back Feb 28

March 4 - U9 - U18 Coach & Manager Meeting (7 to 8 pm) via Zoom (U7 - U8 coaches see April)

March 13 - U9 - U18 equipment collection (5 to 7 pm) at Hugo Ray Park, 139 Keith Road, West Vancouver

March 28 - Coach Code of Conduct & deadline for Criminal Record Checks (<https://www.wvfhc.com/page/show/4341775-crc-and-codes-of-conduct>)

April 1 - Practices start U9 - U18.

April 5 & 6 - U9+ games start; games end June 15 & 16

April 7 - U6 Parent Information session at 7 pm

April 8 - U7 - U8 Coaching Clinic from 7 to 9 pm. There will also be a short Coach & Manager meeting

April 11 - U7 - U8 Girls and U8 Boys sessions start. No session May 17. Last session June 20. Equipment & uniforms will be distributed at the first session.

April 14 - U6 Boys and Girls sessions start and run until June 16. No session May 20

April 19 - 21 - No sessions, Easter weekend

April 23, 24 - Photo nights; Hugo Ray Pavillion

May 17 - 20 - No sessions, May long weekend

June 21,22 - Last games of Spring League

Dates to be determined:

Clash of Coaches, Jamboree, Fun Night - dates will be sent out

Club Championships: Information will be sent out by AGC's

Team Check List

Pre-season

- Read this guide & check out wvfhc.com. Lots of great info
- Review the team lists provided by your AGC. Contact all the team members to welcome them to the team using the Sportsengine App
- Communicate your practice times, schedules, and other relevant team information to your team using the Sportsengine App
- If you have Junior coaches on your team, please include them in all team communications/activities and make them feel welcome
- Ensure that you submit your Criminal Record Check and Code of Conduct as soon as possible before March 28th
- Collect and distribute your uniforms and equipment
- Print out medical forms and keep them with your First Aid Kit
- Familiarize yourself with the Emergency Action Plan located in the safety section of this guide. Identify your Safety Person, Call Person and Contact Person. Make sure you keep a First Aid Kit

During the season

- You will get weekly practice plans by email
- Make sure your players know about any additional skills sessions, goalkeeping clinics & relevant events for your age group
- You will be sent game instructions for U9+
- Keep track of your equipment at all sessions
- Use the Sportsengine App for team communications..it's free!

Post-season

- Return your uniforms and equipment - date and location will be confirmed by email
- Encourage all of your team to fill in the post-season survey and provide feedback to improve our programs
- Enjoy your summer!

Spring Training

U6 - U8 Boys & Girls

- **U6 - U8** 1 session each week
- **U6** Boys & Girls Monday
- **U7 - U8 Girls & U8 Boys** Friday



U9 - U10 Boys & Girls

- **U9 - U10** Girls and **U10** Boys - weekly practice at a designated time on either Tuesday, Wednesday or Thursday. Coaches will receive a practice time request form to complete. Club coaches will be available at the field to support team coaches during designated time slots.
- In-house games are played on the weekends.

U11+ Boys & Girls

- **U11** teams have a weekday practice (Tuesday, Wednesday, or Thursday) and a weekend GVJFHL game. Coaches will receive a practice time request form to complete.
- Lead Coaches will be available to support team coaches during **U11 - U12** designated practice times slots
- All game and league information will be forwarded to you.

Field Etiquette

- Groups must leave the field promptly at the end of their session to allow transition time between groups. Groups should not enter the playing area until their **START TIME**. **Teams must warm up outside the playing area**. This will help avoid conflict between groups. Please ensure all your players are made aware of this procedure
- **No cleats on Rutledge**. No warm up on grass before entering Rutledge
- No metal cleats and no screw-in plastic cleats allowed on turf fields. Please use foot brushes before entering the field
- No food, gum, tobacco, sunflower seeds or snacks on turf fields – **WATER ONLY**
- No pets allowed on fields
- No tents with spikes. Tents should be set up off to the side
- Only players/coaches and manager should be on the field
- Coaches and Managers play a role in ensuring that player conduct and behaviour is appropriate and representative of club values. Please notify us at **info@wvfhc.com** of any incidents or support you require

GVJFHL

The Greater Vancouver Junior Field Hockey League (GVJFHL) is the organization that governs and organizes the junior Spring League across the Lower Mainland. GVJFHL members are clubs with junior teams who play against each other on a weekly basis from April to June.

The Girls' divisions include every age group from U11 to U18. The Boys divisions each include 2 school grades from U12 to U18.

- The game schedule will be posted on the GVJFHL website - www.bcfieldhockey.com
- You can also find the club contacts for other teams. We recommend you re-confirm games with other teams, especially when they are away games. Scores must be reported within 24 hrs to fhgamescore@outlook.com, entering team name, score, game time and date.
- Please make every effort to play games as scheduled. Field time is hard to get and we will be fined if there are no-shows or forfeits.
- If you are short of players you are able to call up from the age group below. Contact the appropriate Age Group Coordinator if you need to do this.

GVJFHL Rules

In the U11 & U12 age groups, you may play with 8 field players and no goalie. At WVFHC we strongly encourage you to play with a goalie to allow players to try it out and get ready for games at older years. Please note that other clubs may elect not to do this.

7 Goal Rule

GVJFHL rules specify *Spring League is for development purposes and running up game scores may not occur*, so there is a maximum **7 goal difference rule**. If the final game score difference is 8 goals or more, the winning team will forfeit the game and it will be recorded as a 3-0 loss. In games with a clear mismatch of ability or large goal differential by halftime, it is the responsibility of the coaches to take action. Possible actions include: switching player positions, playing with fewer players, asking players to focus on passing, and asking that only players who haven't yet scored shoot on net. These measures are meant to stop or slow the goal differential and make the teams more evenly matched for the remainder of the game.



Rescheduling Games

We strongly encourage you to play your league games as scheduled. We cannot guarantee there will be alternative turf time or umpires available for a make-up game. The GVJFHL encourages its member clubs not to cancel, but to recruit players from lower age groups and play your scheduled game.

Remember, when you cancel a game it has an impact on more than just you and your team:

- Whether you use the field or not for home games, WVFHC still pays for the field
- Umpires have been assigned to your game and arranged their schedule around it
- Parents have worked around your schedule to get their umpiring child to your game
- Umpire Mentors may have been assigned to your game and made time in their schedules
- Giving back your field time in a reasonable, timely manner makes it available for others

Rescheduling Away Games

As soon as you know you cannot make your **away** game, you must immediately contact the other team and try to negotiate an alternative date with them. Team contacts are all available on the GVJFHL website under your age group.

Failure to come to an agreement will result in the GVJFHL referring to the original schedule to determine which Club has the responsibility to host and provide a field for the game.

Fines of \$125 will be levied to the Club for failing to provide a **minimum of 72 hours** to cover turf and umpire costs.

Rescheduling Home Games

As soon as you know you have a conflict, please contact our Administrator at info@wvfhc.com. The Administrator will assist you in finding alternative field times that might be available and block off these times until you can confirm the rescheduling or cancellation of your original game.

You are responsible for contacting the other team and trying to negotiate a reasonable, agreeable alternative with them. Team contacts are all available on the GVJFHL website under your Age Division.

Once you have agreed on an alternative field time, go back to the Administrator and confirm the details of the rescheduled game. The Administrator will contact the GVJFHL and Umpire Coordinator to have Umpires rescheduled for your alternate game time. Failure to cancel or reschedule your game without a minimum 72 hours notice will result in umpiring fees being levied to your team.

Should you be unable to reach an agreement or alternative field time is not available, you must decide to either cancel the game (\$50 fine + umpiring costs if cancelled with less than 72 hours' notice) or play the game with the players you have and borrow from the age group below.

Rutledge Field

- Rutledge field is a water-based turf that needs to be played with a film of water on it. This helps to extend the life of our brand new turf and for game play-ability. When you run your stick along the turf quickly you should see a spray of water trailing from behind.
- When it is not raining, the sprinklers should be turned on to water Rutledge turf at least twice per day, or as needed in very dry weather. During dry turf conditions, Umpires/Coaches should water before each game. Coaches should also water before each practice.
- The lockbox is located between the two team benches. Once the box is open then press button outlined in yellow once. You can then close the box securely. Above is a reference photo of the interior buttons within the lock box.
- The irrigation system is set so that each corner cannon sprays for 1 minute and the 2 centre cannons spray for 2 minutes, for a total of 8 minutes. If the cycle has been interrupted, then the next time the button is pressed it will start from where it left off. To get the full cycle, you must wait and then press start again.
- Please do not attempt to change any settings on the control box.



Coaching Policies

We value the safety of players and volunteers above all else. We want to ensure that we uphold the highest standards in providing a safe environment for our children to play field hockey.

- Coaches, managers and assistant coaches must submit a criminal records check (CRC) to the club
- All coaches and managers (new and returning) must e-sign the WVFHC code of conduct for coaches and managers
- For information on both of these, please visit our website at www.wvfhc.com



Uniforms & Equipment

Uniforms

U6-U10 - T-shirts and socks will be available at the first practice for U6 - U8. T-shirts and socks will be handed out with equipment for U9 - U10. These can be kept by the players.

U11-U18 - We will be in touch with you prior to your first session to distribute your uniforms. These uniforms belong to the Club. Please make sure that all uniforms are collected and returned at the end of the season

NOTE: *The WVFHC uniform for girls consists of shirt and skirt. We understand some players may not feel comfortable wearing a skirt. In this situation, please contact your Age Group Coordinator to discuss options.*

PLAYER ESSENTIALS

- Running shoes or turf boots for artificial turf. Soccer cleats are not permitted on Rutledge but are ok for other artificial turf fields
- Shinpads
- Mouthguard
- Field Hockey stick
- Water Bottle

Equipment



- Equipment pick up for **U9-U18** will take place at Hugo Ray Park, 139 Keith Road, West Vancouver (Caretaker's pavilion) See Key Dates
- **U7-U8 teams** will receive their equipment at their first session.
- Please help us keep our registration costs low by ensuring that all equipment is kept safely and returned at the end of the season

Umpiring

Umpires are assigned for all games U9 to U18 by an umpire scheduler

Team managers and coaches will be contacted if umpires are not available for scheduled games. In this case, please ask your junior coach or a coach/manager/parent to umpire.

Consider taking one of our Umpiring Clinics to learn more about the rules of the game

U13+ teams: speak to your players about getting involved in umpiring and taking the appropriate umpiring courses that are scheduled before each junior season

If you have issues or questions during the season, email wvumpires@wvfhc.com

Each week, it is the responsibility of every team manager to:

- notify WVFHC if one or both umpires do not show up: this should be done by emailing charlotte@wvfhc.com
- notify WVFHC if they have had to make substitutions to the umpire schedule due to no-shows (eg. a Junior Coach or parent had to umpire): this should be done by emailing charlotte@wvfhc.com



Umpiring Etiquette

Coaches and managers are required to assist umpires in enforcing sporting behaviour from all concerned. Foster respect for the umpires. Do not allow backchat from your team or from the parent spectators.

ABUSE OF UMPIRES WILL NOT BE TOLERATED

***They are our kids. Treat them as you would your own!
They are learning and they will make mistakes.
Every year we have kids drop out because of overly critical and aggressive coaches and parents. Please think about what you say and how you say it. Negative commentary from players, coaches or supporters is unacceptable.***

Privacy of Information



- Player information should only be used and accessed by those who have been sent it directly by WVFHC. Do not forward on player information or team lists to anyone other than team members. Please notify us immediately if you misplace this information.
- Please ask your team for their permission to share their contact information with each other. BCC emails whenever you communicate until you have done so.
- You should be aware that some members may not wish to have certain information distributed to the team. Ask permission to include email addresses for players under 18.
- This information is for the purposes of team communication and program organisation only. WVFHC's privacy policy prohibits the distribution of membership information to any outside party or to solicit interest in external organizations, products or services.
- Player medical information is distributed to each manager. This information is confidential. Storage, privacy, and correct use of this info is the responsibility of the manager
- Participants registering in our programs have either given or refused to give consent for photos to be taken and used by WVFHC in promotional materials. WVFHC keeps a list of individuals who have not given their consent.
- If parents are interested in taking pictures, we recommend they check with the other parents to make sure this is acceptable and respect the wishes of anyone who objects
- Anyone who is identifiable in a photo should give permission to have that photo shared. If the player is under 18 years, permission must be granted by a parent or legal guardian. "Identifiable" usually means that the person's face is visible. If players are not readily identifiable because they are in a large group, only their backs are showing, they are far away, or are covered (such as a goalie), then it may be acceptable to share the photo.
- Players under 18 years should never be identified by name in a photo in a public posting, unless permission has been given by a parent or legal guardian.
- If a photo is posted and a player or parent objects, please remove the photo right away.
- If you have any questions about these guidelines, please contact info@wvfhc.com

Player Safety



FIRST AID KIT

First Aid kits will be supplied by the Club and given out with the equipment. Extra items to add for the season are:

- Ice packs
- Safety pins for skirts
- Extra hair elastics
- Tampons
- Scissors
- Tweezers
- Hockey tape for quick stick repairs or shirt ties
- Extra mouth guards

For Spring League, WVFHC will:

- Gather and distribute medical records for each player to each Coach and Manager
- Produce and make available an Emergency Action Plan for each field/location
- Make managers and coaches aware of safety resources and training where appropriate

The manager and coach for each team must:

- Ensure that the team has a First Aid Kit
- Print & keep medical records in a safe, secure and easily accessible location
- Review the Emergency Action Plan for each field/location. These can be found in the **Club Manual** under **Resources on wvfhc.com**
- Identify a Call Person, Contact Person and Safety Person in the team. These may include the Assistant Coach, Manager or parents - whatever makes most sense for each team.
- Complete an Incident Report if the Emergency Action Plan is activated or if a head injury is involved.

Incident Procedure

- In the event of an injured player, the Safety Person will determine whether it is a serious injury or not
- If it is a minor injury, appropriate actions will be taken by the team to help the player (ie. taken off field, First Aid, ice pack etc)
- If it is a serious injury, the Emergency Action Plan will be activated
- If a head injury is involved, an Incident Report Form must be completed whether the EAP is activated or not. See Appendix 2 for the form

For all serious injuries, after the Emergency Action Plan has been completed and the player is taken care of, the Safety Person must notify the General Manager: Charlotte Burns at 604-836-6571 & complete an Incident Report Form and email it to the General Manager at charlotte@wvfhc.com.

After Injury Protocol

- **After Injury Protocol** refers to the point in recovery from an injury when a person is able to return to playing sports or participating in an activity at a pre-injury level. Returning to play too early may result in more severe or potentially long-term problems.
- The safety of a player is paramount. The severity of injuries determines the length of a rehabilitation training program. It is important that the player has successfully returned to school full-time before they return to play sports. If the player is not a student, they should have returned to cognitive aspects of work before physical activities.
- WVFHC is committed to following a graduated return to play protocol as outlined below. The goal of working through the stages is to increase physical activity gradually without triggering any symptoms. The player must be symptom-free for at least 24 hours at one stage before advancing to the next one. If the symptoms reappear, then they must go back to the previous stage until they are symptom-free again for 24 hours. If a new symptom appears, the player should see a doctor to be cleared to continue on the return to play stages.
- The return to play stages typically take 7-10 days for adults to complete and longer for children and adolescents. Medical clearance is required before the player moves to full-contact practice (stage 5).
- WVFHC Technical Director is responsible for overseeing all return to play protocols in collaboration with relevant Coach(es). All players embarking on a return to play protocol must notify the Technical Director at **matthew@wvfhc.com**

Return to Play Communication Tool Return to Learn should be completed before Return to Play.

STAGE 1: No sporting activity	STAGE 2: Light aerobic exercise	STAGE 3: Sport-specific exercise	STAGE 4: Non-contact drills	STAGE 5: Full-contact practice	STAGE 6: BACK IN THE GAME
Symptom-limited physical and cognitive rest	Walking, swimming, stationary cycling. No resistance training. Heart rate <70%	Skating drills (ice hockey), running drills (soccer). No head-impact activities	Progress to complex training drills (e.g., passing drills). May start resistance training	Following medical clearance participate in normal training activities	Normal game play
Recovery	Increase heart rate	Add movement	Exercise, coordination, cognitive load	Restore confidence; assess functional skills	
Symptom-free for 24 hours? Yes: Begin Stage 2 No: Continue resting Time & date completed:	Symptom-free for 24 hours? Yes: Move to Stage 3 No: Return to Stage 1 Time & date completed:	Symptom-free for 24 hours? Yes: Move to Stage 4 No: Return to Stage 2 Time & date completed:	Symptom-free for 24 hours? Yes: Move to Stage 5 No: Return to Stage 3 Time & date completed:	Symptom-free for 24 hours? Yes: Return to play No: Return to Stage 4 Time & date completed:	

If symptoms reappear at any stage, go back to the previous stage until symptom-free for 24 hours. You may need to move back a stage more than once during the recovery process.

Medical clearance required before moving to Stage 5

Issue Resolution

We recognize that sometimes issues come up involving players, parents or coaches during Spring League. We encourage the resolution of these issues by direct and informal means wherever possible.



- **Talk directly to the involved party:** Approach the person with whom you have a difficulty, off the field, away from games or practices at an appropriate time and place. Voice your concerns and attempt to reach an understanding informally between the persons involved. Particularly with respect to the younger teams, these meetings should be held away from the players unless their involvement is necessary.
- **Talk to your team's coach or manager:** If the matter cannot be resolved between the parties, contact the coach/team manager and clearly express the concerns that are outstanding. Team coaches/managers should attempt an informal resolution if possible and suggest any compromise with a view to allowing team play or involvement of the player to continue.
- **Seek assistance from the next level up:** If your problem is not resolved at the first step, you may contact the Club official directly above the person involved. These include:
 - **Age Group Coordinator** – for issues involving Spring League players, coaches or managers
 - **Umpire Coordinator** – for issues involving umpires
 - **Technical Director** – for issues involving coaches, technical staff and players
 - **General Manager** – for issues involving administration, communications and operations
- *At any point in time you may contact the Technical Director or General Manager to confidentially discuss the issue.* Contact information for all these individuals can be found at wfhc.com under **Contact Us**

Communication Flow



KEY CONTACTS

Deborah Hermkens	U6 Coordinator	deborah@wvfhc.com
Shannon Smart	U7 Girls Coordinator	shannon@wvfhc.com
Sara Bruner	U8 Girls Coordinator	sara@wvfhc.com
Angie Doucette	U8 Boys Coordinator	angie@wvfhc.com
Erin Barker	U9 Girls Coordinator	erin@wvfhc.com
TBC	U10 Girls Coordinator	
Shannon Smart	U10 Boys Coordinator	shannon@wvfhc.com
Melissa Darowski	U11 Girls Coordinator	melissa@wvfhc.com
Deborah Hermkens	U12 Girls Coordinator	deborah@wvfhc.com
Julien Pellegrain	U12 Boys Coordinator	julien@wvfhc.com
Liz Thornhill	U13 Girls Coordinator	liz@wvfhc.com
Vacant	U14 Girls Coordinator	
Euan Cormack	U14 Boys Coordinator	euan@wvfhc.com
Whitney Greenwood	U15 Girls Coordinator	whitney@wvfhc.com
Euan Cormack	U16 Girls Coordinator	euan@wvfhc.com
Walt Bayless	U16 Boys Coordinator	walt@wvfhc.com
Gabrielle Young	U17 Girls Coordinator	gabrielle@wvfhc.com
Eva Ciperá	U18 Girls Coordinator	eva@wvfhc.com
	U18 Boys Coordinator	
Melissa Darowski	Head Coordinator	melissa@wvfhc.com
Annabel Pringle	Administrator	annabel@wvfhc.com
Matthew Sarmiento	Technical Director	matthew@wvfhc.com
Isabelle Roux	Head Coach Dev	isabelle@wvfhc.com
Charlotte Burns	General Manager	charlotte@wvfhc.com

*Please follow along on Social Media and like our Posts! Send any photos from the season to **info@wvfhc.com***

*Visit **wvfhc.com** for more info regarding Spring league Operations.
Have a Great Season!*

**Thank you
for being a part of
our Spring League.
We couldn't do it
without you!!**

Appendix A

WEST VANCOUVER FIELD HOCKEY CLUB INCIDENT REPORT FORM

To be completed by the Safety Person ONLY in the event of a serious incident, after the Emergency Action Plan has been completed and the player is safely taken care of.

NAME:	
ROLE IN TEAM:	
TEAM NAME:	
LOCATION OF INCIDENT:	
DATE AND TIME OF INCIDENT:	
NAME(S) OF PLAYER(S) INVOLVED:	
DESCRIBE HOW THE INCIDENT HAPPENED:	
DESCRIBE ANY INJURIES <i>(to the best of your knowledge)</i> :	
WAS THERE A HEAD INJURY/POSSIBLE CONCUSSION? <i>(to the best of your knowledge)</i> :	
DESCRIBE STEPS TAKEN:	
SIGNATURE:	DATE:

Please complete this form and email it to info@wvfhc.com