



West Vancouver Field Hockey Club

“The home of North Shore Field Hockey”

SCHEDULING POLICY AND PROCEDURES

The booking and scheduling of fields is coordinated by:

- The Scheduler
- The General Manager(GM)

in consultation with the General Manager (GM) and representatives from the committees

1. Field Allocation Procedure:

- The Scheduler/GM shall receive the field request forms from the North Van Rec Commission (NVRC) and District of West Vancouver (DWV)
- The Scheduler and GM will communicate field request deadlines to the TD and other relevant individuals as required
- All requirements for fields will be submitted to the Scheduler/GM. The Scheduler/GM will collate the requests and submit them to the NVRC and DWV by the required deadline
- NVRC and DWV will confirm field allocations with the Scheduler/GM.
- The Scheduler/GM will:
 - send details of confirmed field allocations to the TD and other relevant individuals
 - update the Field Schedule calendars
 - forward contracts for approval to relevant individuals
- Should changes or additions to the field allocations be required, the Scheduler/GM will liaise with NVRC/DWV to communicate these changes
- The GM/Scheduler will be the main point of contact with the NVRC and DWV in the event of any changes or field issues

2. WVFC Field Schedules:

- The field schedules will be kept up to date by the FM/Scheduler
- Only the ED/Scheduler can edit or amend the field schedules

- A link to view the field schedules will be provided to relevant individuals within WVFHC for the purposes of planning. The link will allow individuals to download, edit, save the documents – however any changes will not be saved or synchronised with the master version. If you require any changes to be made, please contact the GM.
- Appropriate information will be taken from the Field Schedules and input into the public calendar on the WVFHC website.