

# **THE VANCOUVER WOMEN'S FIELD HOCKEY ASSOCIATION**

## **INTRODUCTION**

The VWFHA was organized in 1929. The constitution and bylaws were adopted at a later date and since then amendments have been made by the membership at General Meetings in 1978, 1981, 1983, 1988, 1989, 1991 and 1997, *2006*. In September 1983 the Policies and Procedures section was formed, a compilation of major motions passed from 1977 to the present by the membership at General Meetings and Council Meetings. The rules of the VWFHA are set out in this document. While all rules of the Association must be adhered to by its members, some rules are easier to change than others. The following guidelines serve to assist members in recognizing the general differences between articles, bylaws and policies.

## **ARTICLES**

These give the name and purpose of the organization. They are difficult to amend, requiring two weeks written notice to all members, followed by a two-thirds majority vote at a General Meeting.

## **BYLAWS**

These describe the Executive bodies and their powers, and the membership structure of the organization. They assign areas of decision-making and responsibility. They also are difficult to amend, requiring two weeks written notice to all members, followed by a two-thirds majority vote at a General Meeting.

## **POLICIES AND PROCEDURES**

These describe in more detail the procedures and policies by which the organization operates. Dates and precise regulations are included. Beliefs and goals dependent on other organizations are also placed here. As these details need to be kept current, policies are easier to change, unless otherwise noted. Generally, they may be amended without advance notice at either a Council Meeting or a General Meeting by a simple majority of the members present.

## VANCOUVER WOMEN'S FIELD HOCKEY ASSOCIATION

### **ARTICLES**

#### ARTICLE I. NAME

The name of the Association shall be the Vancouver Women's Field Hockey Association (the "Association").

#### ARTICLE II. AFFILIATION

The Association shall be a Member Association of Field Hockey Canada (GM May 1991) and a Local Association of Field Hockey British Columbia (FHBC) (GM Sept 2006)

#### ARTICLE III. PURPOSE

The purpose of the Association shall be:

- (a) To promote the playing and enjoyment of field hockey;
- (b) To safeguard the best interests of the game;
- (c) To promote friendliness and sportsmanship among players.

### **BYLAWS**

#### **BYLAW I. MEMBERSHIP**

Membership of the Association shall consist of the following:

##### (A) Active Member

Active Members (Voting) who are those women engaged in playing for a recognized team which has paid its regular team fees.

##### (B) Associate Members

Associate Members (Voting) who are those individuals not actively engaged in playing hockey, have been recognized by the Executive and who have paid their regular fees.

##### (C) Honourary Members

Honourary Members (Voting) who are selected by the Association.

#### **BYLAW II. MEETINGS**

All meetings of the Association shall be conducted according to Bourinot's Rules of Order.

##### (A) General Meetings

Each year the Association shall hold two General Meetings as follows:

- (1) A Fall General Meeting which shall usually be held within two weeks after Labour Day and specifically at which the Program and Annual Budgets for the ensuing year shall be approved and all other necessary business of the Association shall be conducted.
- (2) A Spring General Meeting which shall be the Annual General Meeting and which shall be held not later than four weeks after the close of the Regular Playing Season and specifically at which:
  - (i) Written Annual Reports from members of the Executive shall be submitted;
  - (ii) Members of the Executive and any other members as shall be required to carry on the business of the Association shall be elected;
  - (iii) Financial statements for the year shall be presented;
  - (iv) Awards shall be presented;
  - (v) All other necessary business shall be conducted.
- (3) At any General Meeting the Voting Membership shall have the power to:
  - (i) Vote, if they are present;
  - (ii) Ratify a Program or changes in a Program;
  - (iii) Elect the members of the Executive and announce Honourary Members and any other members as shall be required to carry on the business of the Association;
  - (iv) Amend the Constitution and Bylaws of the Association.

##### (B) Special General Meetings

The Association shall hold Special General Meetings at the call of the Executive or at the written request of 20 Voting Members of the Association, all of whose signatures shall appear on the letter requesting the Special General Meeting.

##### (C) Council Meetings

The Council, which shall consist of:

- (a) Members of the Executive (Voting);
- (b) One Representative from each team (the "Team Rep") (Voting);
- (c) The Representatives to FHBC (GM Sept 2006) (Voting) who shall have only one vote each in the event they shall also be a Voting Member of the Council in some other capacity;
- (d) The Chairperson of any committees formed by the Council or the Association (Voting) who shall have only one vote in the event that they shall also be a Voting Member of the Council in some other capacity;
- (e) Other members of the Association (Non-voting) may attend Council meetings as visitors without a vote. With the consent of the chair visitors may address the meeting.

shall meet at such times as the Executive deems (minimum of three Council Meetings during the Regular Playing Season) (GM May 1997) during which the Council shall discuss, amend, ratify or approve the business of the Association and specifically shall:

- (1) Ratify any Program as proposed by the Executive;
- (2) Act upon matters of policy with relation to the activities and business of the Association;
- (3) Nominate and approve the appointment of Committee Chairpersons and call for volunteers to act as Committee members. In the event no volunteers are forthcoming for Committee members, the President of the Association shall appoint such Committee members;
- (4) Conduct the financial affairs of the Association in accordance with the Bylaws of the Association;
- (5) Approve plans for play-offs for the current season.

#### (D) Executive Meetings

The Executive, which shall consist of:

- (a) The President
- (b) The Vice-President
- (c) The Secretary
- (d) The Treasurer
- (e) The Umpiring Coordinator
- (f) The Parks Board/Artificial Turf Chairperson

Second Vice President, Coaching Coordinator, Indoor Coordinator positions deleted GM Sept 2006

shall meet as often as is necessary to carry out its duties including:

- (1) Administer the business of the Association as approved by the Council or the Association;
- (2) Propose plans and programs to the Council or Association for consideration and ratification;
- (3) Propose the Agenda for all meetings of the Council and the Association;
- (4) Propose to Council or the Association persons to be considered for appointment as Committee Chairpersons;
- (5) Act upon urgent matters of importance which may arise between Council Meetings, such actions to be subject to approval by the Council;
- (6) Call Special General Meetings of the Association and Council as may be necessary;
- (7) Call a joint meeting of the incoming and outgoing Executives following the Spring General Meeting.

#### (E) Quorum for Meetings

No business, other than the election of a chairman and the adjournment or termination of a meeting, shall be conducted at any meeting of the Association at a time when a quorum is not present.

##### (1) General Meetings

A quorum shall be 10 percent of Voting Members. If within 30 minutes from the time appointed for a General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the week, at the same time and place, if possible, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

##### (2) Council Meetings

A quorum shall be 50 percent of the Team Reps. All other regulations outlined in II(E)(1) hereof shall apply.

##### (3) Executive Meetings

A quorum shall be 50 percent of the Executive.

### **BYLAW III. DUTIES OF THE MEMBERS OF THE EXECUTIVE**

#### (A) President

The President shall:

- (1) Chair or appoint an alternate to chair any meetings of the Association;
- (2) Be a signing officer of the Association;
- (3) Have the power to act in all emergency matters for the benefit of the Association, such actions to be subject to approval by the Executive and/or Council.
- (4) Be a member of the Policy Review Committee.
- (5) Be responsible for overseeing the Administrator in her/his duties (GM Sept 06)

#### (B) Vice-President

The Vice-President shall:

- (1) Assume all responsibilities and perform all duties of the President during her absence or in the event that the President resigns and until a new President has been appointed;
- (2) Assist the President in the duties of her office;
- (3) Act as chairperson of the Games Committee; (Deletion of Second VP and inclusion of those responsibilities with the VP role, GM Sept 2006)
- (4) Act as chairperson of the Nominating Committee;
- (5) Be responsible for social events of the Association;
- (6) Act as a liaison for touring teams;
- (7) Be responsible for the care, inventory, insurance and distribution of equipment, supplies, uniforms and other items of capital expenditure that are the property of the VWFHA;
- (8) Act as a liaison for prospective players and teams requiring them (GM May 1991).

(D) Secretary

The Secretary shall:

- (1) Record and be responsible for distribution of the minutes of all Executive, Council and General Meetings;
- (2) Issue notices of all Executive, Council and General Meetings of the Association;
- (3) Be responsible for maintaining the records of the Association, including the annual reports and recommendations of Executive members and Committee Chairpersons;
- (4) Receive, maintain and have available for circulation at the meetings of the Association all correspondence of the Association;
- (5) Be a member of the Policy Review Committee.

(E) Treasurer

The Treasurer shall:

- (1) Prepare and present for approval at the Fall General Meeting Annual Budgets of the funds of the Association, including the General Operating Fund, the Contingency Fund and the Traveling Teams Fund;
- (2) Submit an annual financial report of all funds to the Association at the Spring General Meeting;
- (3) Receive and issue receipts for all moneys and deposit them with a chartered Canadian bank;
- (4) Disburse funds in payment of bills;
- (5) Be a signing officer of the Association, with the President;
- (6) Keep account of, and be responsible for, all moneys received and disbursed by her;
- (7) The Treasurer shall present, in writing, a current statement of all funds, including budget figures, to all Council and regular General Meetings;
- (8) Submit all accounts and statements for the annual audit to the Auditor at the end of the fiscal year.
- (9) Shall submit invoices for artificial turf use. (GM May 1990)

(F) Umpiring Coordinator

The Umpiring Coordinator shall:

- (1) Assist the Administrator in scheduling umpires for Association games; (GM Sept 2006)
- (2) Act as liaison with the FHBC (GM Sept 2006) Umpiring Director in conducting a program of ratings examinations for umpiring candidates in the Association;
- (3) Ensure that the regulations of the Association regarding umpires, as outlined elsewhere in the Bylaws, are followed.

Coaching Coordinator position deleted (GM Sept 2006)

(G) Parks Board/Artificial Turf Chairperson

The Parks Board/Artificial Turf Chairperson shall:

- (1) Act as a chairperson of the VWFHA Parks Board Liaison Committee;
- (2) Liaise with the Administrator with scheduling of games on the artificial turf; (GM Sept 2006)
- (3) Keep a record of each team's use of the artificial turf and submit a summary to the Treasurer. (GM Sept 2006)

Indoor Coordinator position deleted (GM Sept 2006)

Administrator (GM Sept 2006)

The Administrator is not a member of the Executive, but shall work closely with the Executive. The Administrator shall receive an honorarium.

The Administrator shall:

- (1) Report to the VWFHA President and be responsible for the running of the league;
- (2) Be responsible for keeping the league statistics (games, team players, scores);
- (3) Contact the different turf representatives and arrange turf times
- (4) Distribute the Declaration Form to Club Captains and Team Representatives, and collect and summarize the information for distribution
- (5) Draw up game schedules and distribute to Team/Club Representatives, and post the schedule on the website

- (6) Prepare and distribute the league umpiring schedule
- (7) Maintain the website
- (8) Check and Summarize the data on game cards
- (9) Attend Executive and General meetings
- (10) Miscellaneous other duties as required.

#### **BYLAW IV. REPRESENTATION TO OTHER ORGANIZATIONS**

The Association shall:

- (A) Elect representatives to Field Hockey BC (GM Sept 2006) (the "B.C. Reps")
- (B) Elect or appoint representatives to other organizations from time to time as the need arises.

#### **BYLAW V. NOMINATION, ELECTION AND APPOINTMENT OF OFFICERS**

- (A) A slate of nominees for elected offices shall be submitted by the Vice-President (GM Sept 2006) at the Spring General Meeting, at which further nominations may also be made.
- (B) Election of officers and representatives shall be by secret ballot at the Spring General Meeting. All officers and representatives shall serve until their successors are elected at the next Spring General meeting and shall be eligible for re-election.
- (C) If any officer of the Executive shall resign from office or without reasonable excuse be absent from three consecutive meetings of the Executive or if the Spring General Meeting fails to elect an Executive officer, then the Executive shall declare the office vacated.

Any such vacancy in the Executive shall be advertised throughout the VWFHA membership and shall be filled by appointment by the Executive within two months of the vacancy occurring. Such an appointment shall be subject to confirmation at the next General Meeting or Council Meeting, whichever comes first.

#### **BYLAW VI. COMPOSITION AND DUTIES OF REGULAR COMMITTEES**

##### (A) Regular Committees

The Regular Committees of the Association shall be:

- (1) Games Committee
- (2) Nominating Committee
- (3) Policy Review Committee
- (4) Parks Board Committee
- (5) Watson Trophy Committee
- (6) Discipline, Disputes and Appeals Committee
- (7) Watsy Committee (GM 1992)

##### (B) Other Committees

Other Committees or task forces shall be appointed from time to time and given terms of reference by the Council or General Meeting.

##### (C) Duties of Committee Chairpersons

Committee Chairpersons shall be empowered to appoint members of the Association to serve on their Committee and assist them in carrying out their duties.

##### (D) Games Committee

- (1) Shall ensure the smooth running of the League and Play-off games for all teams during the regular playing season;
- (2) This Committee shall consist of the President, Vice President, Umpiring Coordinator and Administrator, (GM Sept 2006) and such members of the various divisions as shall be determined from time to time by the Council or General Meeting.

##### (E) Nominating Committee

- (1) The Nominating Committee shall prepare a slate of nominees for elected officers for the Spring General Meeting. (Further nominations may also be made at that meeting from the floor.) It shall organize the election as needed.
- (2) The Nominating Committee shall consist of the Vice-President and two other members of the Association.

##### (F) Policy Review Committee

- (1) Each year this Committee shall examine the motions in the minutes of the Executive, the Council and the Spring and Fall General Meetings to decide:
  - (i) which of those motions will be included in the next year's VWFHA Policies and Procedures Handbook;
  - (ii) and if so, in what section;
- (2) The Policy Review Committee shall consist of the Secretary, the President, the immediate past-President and such members of the Association as shall be determined from time to time by the Council or General Meeting.

##### (G) Parks Board Liaison Committee

- (1) The Parks Board Liaison Committee shall act as a liaison between the Association, Vancouver Parks Board, and Vancouver Field Sports Federation;
  - (2) This Committee shall support the interests of the VWFHA by ensuring attendance and actively participating at Parks Board meetings;
  - (3) The Committee shall prepare necessary proposals for presentation to the Parks Board based on the most recent surveys of field conditions, usage and their overall suitability and adequacy;
  - (4) Foster community support for VWFHA proposals to the Parks Board.
- (H) Watson Trophy Committee
- (1) The Watson Trophy Committee shall select the winner of this trophy after considering nominations received from members of the Association;
  - (2) This Committee shall consist of the immediate past winner of the trophy and two other previous winners.
- (I) Discipline, Disputes and Appeal Committee
- (1) The Committee shall be composed of three members of the Executive and two additional members of the Association to be elected at the Fall General Meeting. However, members of a club or team involved in matters of discipline or dispute shall not sit on the Committee for that issue. In which case, the President of the Association shall name a replacement.
  - (2) The Committee shall have the power to discipline:
    - (i) any club in the Association;
    - (ii) any team in the Association;
    - (iii) any player, umpire or coach in the Association;
    - (iv) any officer of the Executive.
- (J) Watsy Trophy Committee (GM May 1991)
- (1) The Watsy Trophy Committee shall select the winner of this trophy after considering nominations received from members of the Association;
  - (2) This Committee shall consist of the immediate past winner of the trophy and two other previous winners.

## **BYLAW VII. FINANCES**

### **(A) Fees**

- (1) All members of the Association shall pay fees in such amounts and at such times as may be determined from time to time by a majority vote of a General Meeting of the Association.
- (2) Fees are due and payable in full on or before a date to be determined by the Executive.
  - (a) Teams failing to comply with the deadline shall have their voting privileges suspended and shall forfeit League points for each game played until such time as their fees are paid in full. Failure of a team to pay fees by 15 days after the deadline shall result in the withdrawal of that team from League play for that season.
  - (b) Associate members failing to comply with the deadline shall have their voting privileges suspended until such times as their fees are paid in full.

### **(B) Funds**

- (1) The funds of the Association shall include the General Operating Fund, the Contingency Fund, the Traveling Teams Fund and such other funds as may be deemed necessary from time to time.
- (2) These funds shall be administered by the Treasurer as outlined elsewhere in the Bylaws, based on Annual Budgets approved by a General Meeting of the Association. The Council may, at its discretion, modify these budgets to meet the needs of the Association, but may not use additional funds in excess of \$100 (GM 1992) without the approval of a General Meeting of the Association.

### **(C) Banking and Auditing**

- (1) The funds of the Association shall be deposited in a Canadian chartered bank and administered by the Treasurer.
- (2) Signing officers of the Association shall be the Treasurer and the President.
- (3) The fiscal year of the Association shall commence on August 1st of each year and end on July 31st.
- (4) The accounts and books of the Association shall be examined at least once every year and their correctness ascertained by an Auditor appointed by the Executive.

### **(D) Disposition of Funds**

Upon the winding-up or dissolution of the Association, any funds of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations promoting interest in or development of the game of field hockey, as may be determined by members of the Association at the time of winding-up or dissolution, and if and so far as effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some organization or organizations promoting interest in or development of some other amateur athletic endeavour.

## **BYLAW VIII. ORGANIZATION OF THE LEAGUE**

### **(A) Records and Administration of the League**

- (1) The League season is defined by agreement of the VWFHA membership at a General Meeting.
- (2) A club, by definition, is an association of one or more teams that bears the Club's name.

- (3) At the Fall General Meeting (GM May 1991), the Vice-President shall distribute a copy of the playing rules and policies of the League to each team representative.

(B) League Structure

The League shall be divided into divisions according to the level of playing ability. (GM May 1997)

(C) Eligibility of Players

- (1) Members are normally eligible to play with only one club during any given season. If, after having played two regularly scheduled League games with a club, a player wishes to play for another club, application for permission to make such a change must be made in writing to the Executive at least eight days prior to the date of the desired change. If a player has played one game only with a club, she is free to change to another club without requesting permission. However, once having played with the second club, she may not return to the club with which she previously played, without permission from the Executive.
- (2) Teams utilizing ineligible players in League and Play-off games shall default such games to the opposing teams. Unregistered players shall be deemed ineligible (GM Sept 2006)
- (3) Before a player may move down within a club to play in any game, approval must be obtained from the Executive.
- (4) Clubs having more than one team in a division must declare the playing members of each team in that division at the start of the season. No movement of players will be allowed between those teams. In extenuating circumstances, permission may be sought from the President (GM Sept 2006) by a club to request movement of players
- (5) Players are not eligible for Play-off games with a team unless they have played two regularly scheduled League games with that team. In extenuating circumstances, written application shall be made to the President (GM Sept 2006) at least seven days prior to the Play-off game.
- (6) A player may be registered with one team only for the play-offs.
- (7) A junior player must be 18 or under as of January 1st of the year the season commences.

(D) League Game Rules

All regularly scheduled, challenge and Play-off games of the VWFHA shall be played in accordance with the current rules of FHC (GM May 1991).

(E) Play-off Game Rules

At the start of each season, when the Administrator (GM Sept 2006) presents to Council the schedule of League games, a Play-off proposal shall also be presented. (GM May 1997)

(F) Team Responsibilities

Each team shall have a representative, the Team Rep, who shall:

- (a) Be the liaison between the team and the Council;
- (b) Have a vote at the Council Meetings.

(G) Umpires

- (1) Any team in the VWFHA must include on its team roster the names of two FHC rated umpires. These individuals must hold a current rating (retired officials are not considered current).
- (2) In order to become a qualified (current) umpire an individual must follow current Field Hockey Canada and/or Field Hockey BC procedures. (GM May 1997)
- (3) In the lowest division(s) (GM Sept 2006), the umpires must hold a provincial B or higher rating. At least one of the two umpires will be a member (player, coach, manager) of the team submitting the names.
- (4) In the middle division(s) (GM Sept 2006), the umpires must hold a provincial A or higher rating. At least one of the two umpires will be a member of the team submitting the names.
- (5) In the highest division(s) (GM Sept 2006), the umpires must hold a regional or higher rating. One of the two umpires will be the team's primary umpire (they need not be a member of the team). This individual will not be listed as an umpire for any other team. The second umpire must hold at least a provincial rating and be a member of the team submitting the names.  
\*\*In extraordinary circumstances, it may be necessary for a team (when many of the higher officials are unavailable) to have a provincial A officiate a first division game. In this case, the team/individual must receive permission from the umpiring coordinator to umpire.
- (6) New teams in the League or a team which moves up a division will be given until December 31st of that season to comply with the umpiring requirements.
- (7) Should a team not fulfill these requirements, they will be fined \$150 for each half season (Sept.-Dec./Jan.-Apr.) they do not comply with the rules. They will also still be expected to find umpires for their umpiring assignments.

(H) Fields

Decisions regarding the playability of fields shall be made by the respective Parks Board or Field Authorities unless they relegate the authority for these decisions to the Association.

(I- Indoor Hockey and J- Representative teams) deleted GM Sept 2006

**BYLAW IX. TROPHIES**

The Executive shall present awards and trophies at the end of each season.

The Executive may withhold an award if they decide there is no suitable candidate.

**BYLAW X. AMENDMENTS TO THE CONSTITUTION ARTICLES AND BYLAWS**

The Constitution Articles and Bylaws of the Association may be amended by a two-thirds majority vote of those Voting Members present at any General Meeting of the Association.

Proposed amendments may be initiated by:

- (1) A majority vote of the Executive;
- (2) Any Voting Member of the Association, provided that the proposed amendment shall be in writing and signed by 10 Voting Members and submitted to the Secretary at least 28 days prior to any General Meeting.

All Voting Members shall be notified of any proposed amendment at least 14 days prior to any General Meeting.

**VANCOUVER WOMEN'S FIELD HOCKEY ASSOCIATION****POLICIES AND PROCEDURES****1. REPRESENTATION TO OTHER ORGANIZATIONS****A. Vancouver Field Sports Federation**

The VWFHA shall become an active member of this Association and shall seek to retain use of the playing fields that have traditionally been assigned to women's field hockey.

**2. COMPOSITION AND DUTIES OF REGULAR COMMITTEES****A. General**

- (1) The Executive shall define and approve terms of references for all Committees and task forces, and review these at least once every three years.
- (2) It is recommended that motions to be presented to a Council Meeting be given to the Executive prior to the Council Meeting.

**B. Games Committee**

- (1) The Games Committee shall assist the Administrator (GM Sept 2006) to:
  - (a) Schedule all games;
  - (b) Arrange for the watering of fields and ensure that this has occurred (GM May 2000);
  - (c) Check field conditions, their playability, etc.;
  - (d) Recommend for consideration to Council or the Association all policy and procedures relative to the efficient scheduling of League games and play-offs;
  - (e) Check player eligibility;
  - (f) Approve the playing uniform of each team;
  - (g) Act as a Technical Committee at the final (and semi-final, if possible) play-off game of each division.
- (2) This Committee shall consist of the President (chairperson), Vice President, the Umpiring Coordinator, the Administrator, and one representative from each division who shall be a Team Rep and be called the Division Coordinators. (GM Sept 2006) No more than two members of the same club may be on this Committee.

**C. Policy Review Committee**

All additions or amendments to the VWFHA Policies and Procedures Handbook should be recorded, specifying the source and date of the passed motion e.g. (GM May 1983).

**D. Discipline, Disputes and Appeals Committee****3. FINANCES****A. Fees**

- (1) The fee schedule shall be set yearly at the Fall General Meeting.
- (2) Membership fees and team lists are due before the first council meeting in October (GM Oct.93).
- (3) The VWFHA shall serve as a collection agency for FHBC (GM Sept 2006) and FHC (GM May 1991) fees. The Treasurer shall forward these fees together with membership lists, to the FHBC (GM Sept 2006) Treasurer. Membership in FHBC (GM Sept 2006) and FHC (GM May 1991) shall be required of all active playing members.

**B. Funds**

- (1) The General Operating Fund:
  - (a) Consists primarily of moneys collected from annual fees;
  - (b) Covers general operating expenses;

- (c) The annual budget shall be presented to the Fall General Meeting for approval;
- (d) The Treasurer shall present, in writing, a current statement of the fund, including budget figures, to all Council and regular General Meetings;
- (e) The disposition of surplus funds at the end of the fiscal year shall be determined at a General Meeting of the Association. Generally, this surplus is transferred to the Contingency Fund;
- (f) Budget policies:
  - (1) Ten percent of annual team fees shall be transferred to the Traveling Teams Fund.
- (2) The Contingency Fund:
  - (a) Is a reserve fund consisting of moneys accumulated from various sources;
  - (b) Covers expenditures for emergency or special purposes;
  - (c) Should be maintained at a minimum of 10 percent of the general operating budget.
  - (d) An annual budget including specific expenditures, and/or recommended maximum expenditures, shall be presented to the Fall General Meeting. Any additional requests for expenditure should be presented to the Spring General Meeting for approval.
  - (e) Budget policies:
    - (i) Funds should be allocated each year to restore one or two trophies, as necessary.
    - (ii) Uniforms for representative teams may be purchased from this fund.
- (3) The Traveling Teams Fund:
  - (a) Is a continuing fund consisting of moneys realized from a percentage of annual fees, and from other designated sources
  - (b) May be used to subsidize the practice and traveling expenses of VWFHA members representing their Association at FHC (GM May 1991) or FHBC (GM Sept 2006) sponsored or sanctioned tournaments or events.
  - (c) Priorities for funding shall be:
    - (i) Teams directly representing the VWFHA at events held outside the Lower Mainland, such as the B.C. Senior and Junior tournaments, Provincial Club Championships, and Canadian Club Championships;
    - (ii) VWFHA members on other representative teams (e.g. FHBC (GM Sept 2006), FHC, Zone V, B.C. Summer Games, Indoor Hockey) without significant funding from the FHBC (GM Sept 2006) or FHC (GM May 1991).
  - (d) Expenses incurred in connection with women's field hockey teams visiting Vancouver may also be subsidized.
  - (e) An annual budget including specific expenditures and/or recommended maximum expenditures shall be presented to the Fall General Meeting. Any additional requests for expenditure should be presented to the Spring General Meeting for approval.
  - (f) The Treasurer shall present, in writing, a current statement of the fund, including budget figures, to all Council and regular General Meetings.
- (4) The Artificial Turf Fund:
  - (a) Is a fund consisting of moneys received from teams as billed for their use of the artificial turf (GM April 1988);
  - (b) Shall be used, in full, to pay for the Association's use of the artificial turf (GM April 1998);
  - (c) Those clubs with turf fees outstanding after 30 days shall be charged an interest fee (GM Feb. 1990). This fee shall be 24% per annum (CM April 1990).

#### C. Audit

- (1) The audit shall be conducted as soon as possible after the end of the fiscal year (July 31).
- (2) The Auditor's report and audited statements shall be presented to the Fall General Meeting.

#### D. Insurance

- (1) All team participants are covered for sport accident insurance throughout the entire season.
- (2) The premium for this program shall be determined by Field Hockey Canada and shall be included in the annual membership fee.

### 4. ORGANIZATION OF THE LEAGUE

#### A. Records and Administration

- (1) The Administrator (GM Sept 2006) shall mail to all team reps a declaration form including, but not limited to:
  - Team name
  - Division team wants to enter
  - Team umpires
  - Team uniform
  - Length of season

Preferred days of playing  
 Number of games  
 Any other information the Administrator (GM Sept 2006) deems relevant.

This “declaration” is to be attached to the Policies and Procedures as an appendix. This “declaration” must be returned to the Administrator (GM Sept 2006) at least 21 days prior to the start of the season.

- (2) Junior teams shall declare their intent to enter the League within one week of the first League game. The minimum age of a player should be 13 by December 31 of the first half of play (CM March 2006).
- (3) New teams wishing to enter the League of the VWFHA shall declare their intention to do so, in writing, to the Administrator (GM Sept 2006) 30 days prior to the first League game.
- (4) Official team lists, in alphabetical order, shall be submitted to the Administrator before the first council meeting in October (GM Oct. 1993, CM Feb 03). This list shall include the names, addresses, postal codes, telephone numbers and email address of all players, coaches and officials. Clubs may designate at most two goalies per team (GM October 2000). Failure to submit a team registration by October 15<sup>th</sup> will result in automatic forfeit by that team for all games, both played and to be played, until such time that registration is submitted. Full turf costs for forfeited games will be charged to the non-registered team (CM April 1999). Movement of players to other Clubs requires 10 days notice -- players listed on the third game card will be official (GM Oct. 1993).
- (5) To add new players to a team's roster during the season, the Team Rep should:
  - (a) Notify the Administrator and BCWFHF of the player's name, address, telephone number and birth date prior to that person participating in the league.
  - (b & c regarding payment of insurance money for new players deleted GM Sept 2006)
- (6) Games may only be rescheduled for field hockey conflicts where a minimum of three players a team are affected. The Administrator (GM Sept 2006) must be advised of such conflicts in writing at least three weeks prior to the date. The Administrator (GM Sept 2006) within seven days will reset a new time, place and date.
- (7) All games to be rescheduled for hockey reasons shall have a time, place and date set at the time the schedule is finalized by the Administrator (GM Sept 2006). In the event that any games need to be rescheduled due to reasons other than hockey conflicts, can only be rescheduled by mutual agreement of both teams involved. If any game is rescheduled for non-hockey reason, the following contingencies must be met or both teams shall forfeit game points:
  - (a) The Administrator (GM Sept 2006) must be notified in advance to the scheduled game.
  - (b) Turf time that is not used because of rescheduled games will be charged to the two teams involved.
  - (c) The two teams must determine a date and time for the rescheduled game and also arrange for umpires for the game.
  - (d) Extra turf time will not be automatically provided.
  - (e) Fall season games must be replayed by December 1, spring season games must be replayed by the end of regular season play.
- (8) Seven days prior to the start of the play-offs, every team in the league shall submit to the Administrator a complete team roster. Any player named on the playoff roster must have completed the 'two game eligibility requirement' before the roster is submitted or that player is considered ineligible. (GM May 1986)
- (9) The playing uniforms of each team shall consist of socks, skirts and shirts. The players shirt must be tucked in, their socks pulled up and shorts must not be visible below the skirt when a player is standing. Players will not be permitted to proceed onto the field or they will be sent off the field until they comply with this rule. (GM May 1994) Each team shall be required to have one designated player wearing the Captain's band. (GM Sept 2002).
- (10) Each team shall have its playing uniform ready for use by the first league game. In the case of common uniforms, the home team (first team mentioned) shall change their uniform. (GM April 1988).
- (11)
  - (a) New teams must apply in writing to the Executive for approval of team colours (GM May 1998).
  - (b) Any changes to uniforms by existing teams must receive written permission from the Executive (GM May 1998).
- (12) The game report, signed by the officials, shall be returned to the Administrator within seven days or

postmarked within seven days of the game. Failure to follow this procedure shall result in a penalty of twenty dollars (\$20.00) to the winning team or the home team in the case of a tie. If this occurs a second time by the same team, a penalty of forty dollars (\$40.00) will be assessed. If the Treasurer (CM December 1997) has not received the money within one week after the penalty has been levied, a loss of (GM May 1991) points equal to the value of a win (CM April 1999) will occur and the outstanding fee is still payable. The money will be paid into the Contingency Fund. (GM April 1988)

- (13) The game report shall include:
- (a) The first and last names of all players on both teams (GM April 1988) in alphabetical order by surname (GM May 1991) and shirt numbers if applicable (CM December 1997) and clearly indicate the designated goalie(s) (GM October 2000);
  - (b) The game score and the names of all scorers;
  - (c) Comments from either team regarding the game;
  - (d) A legible signature of each umpire and the team they represent (GM April 1988).
  - (e) The signature of the team representative or the designate for that game.

**B. League Structure**

- (1) Ideally there shall be eight teams per division. (GM May 1997)
- (2) Any new team entering the League may apply to enter any division (GM April 04). Any club applying for a new team in a division other than Premier division, may not use more than six players from a lower division team. The Chair of the Games Committee (GM Sept 2006) may arrange, prior to league play, a match to determine which division is the most appropriate (CM Feb 2002).
- (3) The length of each season shall be decided by the Executive (e.g. September - November, September - April). (GM May 1997)
- (4) The winners of a division at the end of the League season may automatically move to the higher division. If the winner moves to the higher division, the last placed team, may be relegated based on an assessment by the Games Committee. In the event that the first placed team chooses not to move to the higher division, the second placed team shall have the right to challenge the last placed team of the division above. The winning team should indicate their intention before the beginning of the play-offs. The second placed team shall then be notified and, if applicable, should indicate their intention to challenge before the beginning of the play-offs. The challenge shall take place within two weeks of the end of League play-offs. The two teams involved shall consist of only those players who are eligible for play-offs. The challenge shall consist of the best of three games (CM Feb 2002).
- (5) To ensure a winner each challenge game shall follow the same procedure as in semi-final play-off games.

**C. Eligibility of Players**

- (1) Any player, other than a goalie, may move either up or down within her own club during the league schedule. A player should move up rather than down to fill a vacancy unless there are serious extenuating circumstances. A player, other than a goalie registered in a (CM December 1997) in a lower division, may only play for a higher division within their club three times per half season for a total of six games. The fourth time a player plays for the higher team in the first half of the season, that player is added to the higher division team's roster and may not play in the lower division for the rest of the year. A goalie registered with a lower division team may play 6 games per half season with a higher division team which a club as a goal keeper. The seventh time a goalie plays for the higher division team in the first half of the season, the goalie is added to a higher division team's roster and may not play in the lower division for the rest of the year. The same applies to the second half of the season. (GM October 2000). In extenuating circumstances, approval may be obtained from the Executive. (GM May 1987)
- (2) If a player on a team's roster has been unable to play two regularly scheduled league (GM May 1991) games and is now available to play for the play-offs, then she should be allowed to play with the Executive's approval. Possible reasons for being unable to play would be due to injury, illness, pregnancy or a lengthy period out of town.

**D. League Game Rules**

- (1) Games on the artificial turf will be scheduled on an availability basis. (GM April 1988) Each division will play games only on 3 days (GM Sept. 1993)

- (2) Each team shall provide one game ball for each scheduled game.
- (3) New interchange rule. Deleted (GM Sept 2006)
- (3) Default time shall be ten minutes after the time at which games are scheduled to commence. (GM May 00)
- (4) Teams with less than eight players on the playing field at default time shall default the game to their opponents. A defaulted game shall be registered as a win (GM May 1991) for the non-defaulting team. If neither team has the required number of players on the field at default time, a "double default" shall be declared and neither team will be awarded points. (GM April 1988)
- (5) Points will be allotted on the basis of game results as follows: [3 for a win, 1 for tie (CM April 2, 1998). Defaults will be awarded as 3-0.
- (7) All make-up games must be completed prior to the end of the regular league schedule. The Administrator (GM Sept 2006) will designate the time, date and location for rescheduled games. A team that fails to play at the designated time will default that game and points equal to the value of a win (CM April 1999) shall be awarded to the opposition. (GM May 1986)
- (8) The goalie or designated kicking back will be restricted to their own defending 25 yard area during the entire game. If a player breaks this rule, for the first offense, she will be given a green card and a free hit will be awarded to the opposing team. For the second offense, the player will be given a yellow card and a free hit will be awarded to the opposing team. For the third offense, the player will be given a red card a free hit will be awarded to the opposing team. (CM Dec. 1994)
- (9) If there is a tie for play-off positions at the conclusion of league play, the following criteria shall be used to determine league standings: (CM April 2, 1998)
  - a) Number of Wins
  - b) Goal Differential
  - c) Number of goals for
  - d) Results between tied teams
  - e) Penalty Strokes

E. Play-off Game Rules

- (1) A Play-off structure shall be presented and approved at the February council meeting (GM May 1991).
- (2) In a Play-off game, the procedure for tied games at the end of regulation time is as follows: (GM May 2000)
  - (a) After five minutes of rest, the teams change ends and play two five minute overtime periods. During the five minute rest, the umpires shall conduct a coin toss to determine possession for the first overtime period. After changing ends, the second overtime period shall begin immediately.
  - (b) If the game is still tied, after a two minute rest period each team shall have five penalty strokes. Five players from each of the two teams as chosen by the respective captains, from players listed on the team roster, but excluding any player who has been suspended, shall take a penalty stroke alternately against one and the same goalkeeper of the other team, unless the latter has been incapacitated, making a total of ten penalty strokes, five for each team.
  - (c) The umpires shall choose the goal to be used and in the presence of team captains shall conduct a coin toss to determine which team shall take the first penalty stroke.
  - (d) The team having been awarded the highest number of goals shall be the winner.
  - (e) In the event of an equal number of goals having been awarded, another series of penalty strokes shall be started with the same players in any order and shall feature "sudden death", which shall mean that the winner shall be the first team to have been awarded more goals than the opposing team after an equal number of strokes (no minimum) have been taken by each team. If necessary, this sudden death series may exceed the ten penalty strokes.
  - (f) A coin toss shall occur to determine which team takes the first penalty stroke in the sudden death competition.
- (3) There will be a Technical Committee at the final Play-off game of each division and when possible at each semi-final game also, consisting of the Chair of the Games Committee (GM Sept 2006) (or her designate), the Umpiring Coordinator (or her designate) and another member of the Games Committee (or

her designate). This Committee shall oversee the playing of the game and settle any dispute or questions which arise.

#### F. Team Responsibilities

- (1) The duties of a Team Rep are as follows:
  - (a) To ensure the team is represented at Council Meetings. A \$20.00 fine will be charged to any team who is not represented at a Council Meeting; each TEAM within a Club must send a separate representative to the Council Meetings and an Executive council member may represent one team within their club;
  - (b) To act as a liaison between Council and her team;
  - (c) To carry out such additional duties as may be required from time to time by the Council or Executive.
  - (d) To email (GM May 2000) or call in results to the Answering Machine by 6:00 pm on Saturdays and Sundays and as soon as possible after evening games (GM April 1988).
- (2) The team captain or coach shall give the game report to the umpires at the beginning of the game with the roster for the team complete. She shall ensure that each umpire signs the game report at the end of the game.
- (3) Home team responsibilities are:
  - (a) To provide a game ball;
  - (b) To return the completed game report to the Administrator (GM Sept 2006) in the case of a tie, within seven days;
- (4) Winning team responsibility is to return the completed game report to the Administrator (GM Sept 2006) within seven days;
- (5) All players of a team shall wear the approved uniform at all games.
  - (a) Approved uniforms for all Premier Division teams must have numbers visible on the back of the playing shirts (CM December 1997)
  - (b) A team may have as many as three players without the approved uniform; any player without the approved uniform, beyond the three allotted exceptions, will be deemed an ineligible player and will not be allowed to participate in the game. (CM December 1997);

#### G. Umpires

- (1) If the scheduled umpire or his/her substitute does not appear for a game or is more than 10 minutes late for a game (emergencies are an exception), the team that the umpire represents will pay a penalty of twenty five dollars (\$25.00) (GM October 2000) plus the *FHBC* recommended umpire fee for the rating of the umpire covering (GM May 1998) plus a penalty of points equal to the value of a win (GM October 2000). If this occurs a second time by the same team, a penalty of points equal to the value of a win (CM April 1999) and a penalty of fifty dollars (\$50.00) (GM October 2000) plus the *FHBC* recommended umpire fee for the rating of the umpire covering (GM May 1998) will be assessed against that team (GM May 1994). The \$25.00 (or \$50.00) portion of this penalty shall be paid into the Contingency Fund and the fee for the replacement umpire be paid to that umpire" (GM Sept 04).
- (2) Umpires shall sign the game report after the game, indicating the score and adding comments if desired.
- (3) Only the team captain may communicate with the umpire on any points of dispute or issue. It is suggested that through the team captain the umpire may communicate with team members, coaches or spectators on the side line, if the need arises.
- (4) Having consulted with team captains, the umpires have the right to abandon any game because of poor lighting conditions, if the lights go out, dangerous conditions or any other reason they see fit, in the interests of the safety of the players or the conditions of the field. (GM May 1994) The score at the time the game is abandoned shall stand as the result, provided the first half of the game has been completed. Otherwise, the game shall be replayed in its entirety.
- (5) That each named team umpire must be a member of that team entered in the League or be prepared not to play for nor coach her own team during those days the League has assigned her to umpire.
- (6) In reference to Bylaw VIII (G); the lowest divisions, requiring Provincial Level B umpires, shall be Divisions 4 and 5; the middle divisions requiring Provincial Level A umpires, shall be divisions 1,2,3; the highest divisions requiring Regional Level umpires shall be Premier division. (GM Sept 2006)

#### H. Fields

- (1) (a) If the decision on field playability is left to the VWFHA, the Administrator (GM Sept 2006) shall determine if the games shall be played as scheduled.

- (b) Final decision on the playability of the fields shall be made by the umpires upon inspection at game time.
- (2) (a) When possible, any game cancellations due to field closure shall be made at 6:00 pm on Fridays, or as early as possible for weekday matches.
- (b) In the event of uncertain conditions, Saturday games may also be canceled up to 8:00 am on Saturday.
- (c) Further cancellations if necessary may be made by the umpire upon inspection of the field at game time.
- (3) Once a game has been canceled, the decision cannot be reversed.
- (4) Practice times for the following season will be allotted on a lottery basis at the Spring Annual General Meeting for the following half season (CM December 1998).

#### I. Representative Teams of the VWFHA

- (1) The VWFHA shall send teams where appropriate to: (GM April 1988)
  - (a) The B.C. Senior Tournament;
  - (b) The B.C. Junior Tournament;
  - (c) The B.C. Summer Games;
  - (d) The B.C. Club Championship;
  - (e) FHC (GM May 1991) Club Championship.
- (2) The procedure for selection of teams to send to the B.C. Senior and Junior Tournaments is:
  - (a) Players shall submit their applications to the Vice President or designate (GM Sept 2006) two weeks prior to the first trial session;
  - (b) Trials will be held in conjunction with the B.C. Regional Squad Sessions;
  - (c) Following their selection, players must attend three out of four practice sessions for the Senior and Junior teams;
  - (d) There will be three selectors for the Senior and Junior teams appointed by the Executive upon the recommendation of the Vice President or designate (GM Sept 2006);
  - (e) Team coaches may serve as selectors;
  - (f) Travel expenses incurred by the players, coaches and managers of the Senior and Junior teams may be subsidized by funds from the Traveling Teams Fund;
  - (g) When more than one team is sent to a tournament or championship, the strongest team shall be selected as the First Team.

#### J. Discipline and Suspensions

- (1) a. (i) With the administration of a Yellow card to a player the Umpire must write a note on the back of the playing card.
- (ii) If an individual team member receives two Yellow cards within the duration of an entire round of play she will sit out the immediate game following the match in which the second Yellow card was issued (the player cannot choose the game that she wants to sit out).
- (iii) An individual team member shall be suspended for one game if she receives a Red card. She will sit out the immediate following game in which the card was issued (the player cannot choose the game she sits out). The suspended player cannot play in any League game until the team she was playing for when suspended has played one game without her.
- (iv) On the first occasion in a round of play that a player is suspended she shall sit out one game, on the second occasion that she is suspended she shall sit out two games, on the third occasion she shall sit out three games.
- (v) With the administration of the second Yellow card, the player will not be ejected from the game in which they are playing (they will serve the five minute penalty issued by the Umpire). In the case of the two Yellow cards or of the Red card the suspension occurs in the game following the match in which the card was given. If the card is administered in the final game of the season, the suspension will carry over into the next season. The suspension cannot be avoided by switching clubs or divisions.
- (vi) If an individual team member receives a suspension then her club will receive a \$25.00 fine which will be due within fourteen days of the player serving the suspension.
- (vii) Because a suspension is automatic, the suspended player and her club do not need to be informed.
- (viii) If a suspended player plays during her suspension, her team shall automatically forfeit the

- game she played in by a score of 3-0.
- b. (i) For the administration of two Yellow cards or of one Red card to a player the incident will be forwarded to the Discipline and Disputes Committee who will at that time determine whether or not the one game suspension is sufficient.
  - (ii) The league reserves the right to make the suspension longer than one game pending the outcome of the ruling of the Discipline and Disputes Committee.
  - c. (i) If a player wishes to appeal her suspension then she must do so no later than the day after the game in which she received either her second Yellow card or her Red card. The appeal should be directed to either the Vice-President or to the President of the League.
- (2) Captains are allowed and encouraged to include a note on the game card concerning the match.
- a. A club umpire shall submit comments regarding:
    - individual team members
    - the game
    - the club
  - by: (i) submitting a complaint entered by the captain on a game card
  - (ii) writing a letter of complaint to be received by the League within seven days of the incident.
  - b. Upon receipt of the complaint the Discipline and Disputes Committee shall determine the appropriate action which will be taken. (GM Jan. 1994).

## 5. COMMUNICATIONS

### A. VWFHA Newsletter

The VWFHA shall attempt to produce a newsletter for the purpose of establishing direct communications with all members. The Executive shall work out the details as to the financial and other arrangements needed for this job. (GM April 1988)

### B. Website (CM Feb 03)

- (1) The VWFHA shall utilize a database-driven website listing the latest schedule of games, and umpiring assignments, as well as game scores and team standings.
- (2) A printed copy of the web page will be kept.
- (3) All information entered into the website shall be verified by an assigned Executive Member.
- (4) The VWFHA shall pay for its share of the cost of website and maintenance.

## 6. TROPHIES

### A. The following trophies and players will be presented at the conclusion of each season:

- (1) Meralomas Club Trophy - Division IV Play-off winner;
- (2) Rambler Club Trophy - Division IV League winner;
- (3) Plaque - Division III League Winner;
- (4) Plaque - Division III Play-off Winner;
- (5) Dr. H.V. Warren Trophy - Division II League winner;
- (6) Margaret McLean Trophy - Division II Play-off winner;
- (7) Pamela Glass Trophy - Division II Play-off runner-up;
- (8) Thomas Pattison Memorial Trophy - Division I League winner;
- (9) Spalding Trophy - Division I Play-off winner;
- (10) Major Bentham Trophy - Division I Play-off runner-up.

### B. The following trophies and awards shall be presented annually at the Spring General Meeting, upon the provision that there is a suitable recipient in each year:

- (1) Dianna Popowich Award - to the outstanding player in the Association who is under 18 years of age in the current playing season and who has shown outstanding ability and sportsmanship. The Executive shall be responsible for determining the winner of this award from nominations submitted to them by members of the Association;
- (2) The Watson Trophy - to a team player exhibiting outstanding ability and sportsmanship. A player may only win this trophy once. Members of the Association shall submit nominations to the Watson Trophy Committee. At the time that the Watson Trophy is awarded to a new winner, the previous winner shall receive a permanent memento, in the form of an engraved pie server;
- (3) The Umpires Award - in recognition for service to the development of umpiring in VWFHA as determined by the Umpiring Coordinator in consultation with the Executive;
- (4) The Barbara Schrodtr Award - for outstanding contributions or service to the VWFHA. A three-member committee appointed by the Executive shall determine the winner.

- (5) The Coach's Award - in recognition for service and leadership in coaching development. The Executive shall determine the winner of this award from nominations submitted by members of the association. (GM May 1988)
- (6) The Watsy Trophy - in recognition of a master who has shown great ability, sportsmanship and age (GM May 1991). Members of the Association shall submit nominations to the Watsy Trophy Committee. (GM May 1991) A player may only win this trophy once. (GM April 1988)
- (7) The Jennifer Pearson Trophy - in recognition of a team member who has not only contributed to her club and team but also to the league.

C. The Secretary shall keep a record each year of the winners of trophies and awards.

#### **7. AMENDMENTS TO POLICIES AND PROCEDURES**

The policies and procedures of the Association may be amended by a simple majority vote of those members present at any Council or General Meeting of the Association.