



Vancouver Women's Field Hockey League CONSTITUTION

Updated September 2025

INTRODUCTION:

The VWFHA was organized in 1929. The Constitution and By-Laws were adopted later and since then amendments have been made by the membership at General Meetings. In September 1983 the Policies & 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. In 2008/2009 the Constitution was updated to consolidate many of the changes made since the last major update in 1983. The By-Laws were simplified, and a majority of the content was moved to the Policies & Procedures section to reflect a need for more flexibility in changes to rules. In 2019 the Policies & Procedures were updated for clarity and consistency. The entire Constitution was edited in 2023 and 2024 for consistency and grammar.

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, By-Laws, and Policies & Procedures.

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.

BY-LAWS:

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 & PROCEDURES:

These describe in more detail the procedures and policies by which the organization operates. As these details need to be kept current, policies are easier to change than Articles or By-Laws. They may be amended without notice at either a Council Meeting or a General Meeting by a simple majority of the members present.

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 (FHC) and a Local Association of Field Hockey British Columbia (FHBC).

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.

BY-LAWS:

BY-LAW I - MEMBERSHIP

Membership of the Association shall consist of the following:

(A) Active Clubs

Active Clubs (Voting) are those clubs that have teams engaged in playing in the current season and have paid their regular team fees and are in good standing. Each Active Club will have one vote for each team entered in the current season. Each club will be responsible for submitting the name of the club representative(s) to a member of the Executive one week before the meeting. If there is more than one voting representative, then the club will also need to indicate how many votes each representative will be responsible for. A representative may be any active player who is in good standing. At the beginning of each season, clubs may submit a list of other representatives who can attend meetings and vote on behalf of the club. This list may include non-player coaches or other non-player representatives who would otherwise not carry a vote. *(April AGM 2024)*

(B) Associate Members

Associate Members (Non-voting) are those individuals who are not actively engaged in playing hockey, but who are associated with a recognized team (as umpire, coach, manager) which has paid its regular team fees.

(C) Honorary Members

Honorary Members (Non-voting) are selected by the Association.

BY-LAW II - MEETINGS

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

(A) General Meetings:



1. Fall General Meeting held in September prior to season start
 - a. Programs and annual budgets for the year approved
 - b. Financial statements for the previous season presented
 - c. Budget for the upcoming season presented
2. Spring Annual General Meeting held no more than four weeks following the end of the season
 - a. Written annual reports from members of the Executive submitted
 - b. Executive and any other positions required elected
 - c. Awards presented
3. Quorum for General Meetings is 10% of the Voting Members
 - a. At least one representative from each club/team is required to attend
 - b. Quorum is 66% of required representation
4. At any General Meeting, the voting members of the Association have the power to:
 - a. Ratify any Program as proposed by the Executive
 - b. Act upon matters of policy with relation to the activities and business of the Association
 - c. Nominate and elect the Executive and other positions required to run the League
 - d. Conduct the financial affairs of the Association in accordance with the By-Laws of the Association
 - e. Amend the Constitution Articles, By-Laws, and Policies & Procedures 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% of the clubs of the Association.

(C) Council Meetings: The Association shall hold Council meetings at such times as the Executive deems necessary.

1. The Council consists of Members of the Executive and representatives from each club/team
 - a. At least one member from each club/team is required to attend
 - b. Quorum is 50% of club representatives
 - c. Each club has one vote per team in their club
 - d. Stand-alone teams not affiliated with a larger club have one vote
2. The Council may:
 - a. Ratify any Program as proposed by the Executive
 - b. Act upon matters of policy with relation to the activities and business of the Association
 - c. 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.
 - d. Conduct the financial affairs of the Association in accordance with the By-Laws of the Association
 - e. Amend the Constitution Policies & Procedures of the Association

(D) Executive Meetings: Shall be held at such times as the Executive deems necessary. Quorum is 50% of the Executive.



- (E) Committee Meetings: Shall be held at such times as the Executive or Committee deems necessary. No quorum requirement.

BY-LAW III - EXECUTIVE AND OTHER POSITIONS

(A) President

- A. Chair or appoint an alternate to chair any meetings of the Association
- B. Be a signing officer of the Association
- C. Member of the Executive
- D. Oversee the Administrator in their duties

(B) Vice-President

- A. Assume all responsibilities and duties of the President in their absence
- B. Member of the Executive
- C. Assume other duties as required

(C) Secretary

- A. Record and distribute minutes from all Executive, Council, and General meetings
- B. Maintain the records of the Association
- C. Member of the Executive

(D) Treasurer

- A. Prepare and present for approval a budget for the new season at the Fall General Meeting
- B. Submit an annual financial report at the Fall General Meeting
- C. Be a signing officer of the Association with the President
- D. Submit all accounts and statements for audit at the end of every third fiscal year
- E. Prepare invoices and receive and disburse funds as required by the Association
- F. Member of the Executive

(E) Umpiring Coordinator

- A. Act as liaison with the FHBC Umpiring Director in conducting a program of ratings examinations for umpiring candidates in the Association
- B. Act as a liaison with club umpire coordinators
- C. Communicate any FHC rule changes to the League
- D. Member of the Executive
- E. Report to the VWFHA President and be responsible for all aspects of the umpire schedule
- F. Receive an honorarium.

(F) Past President

- A. Advisory duties as required by Association
- B. Member of the Executive

(G) Administrator

- A. Not a member of the Executive but works closely with the Executive
- B. Receive an honorarium and may choose to split this role with one or more people



- C. Report to the VWFHA President and be responsible for all aspects of running of the League
- (H) Vancouver Parks Board (VPB) and Vancouver Field Sports Federation (VFSF) Representative
 - A. Act as a liaison between VPB and VFSF and the Association
 - B. Member of the Executive
- (I) Communications Officer
 - A. Monitor and update the Association website to ensure it remains current and relevant to the membership
 - B. Collect stories, photographs, and news from the membership to include on the website
 - C. Coordinate and monitor sponsorship on the website
 - D. Member of the Executive

BY-LAW IV - NOMINATION, ELECTION, AND APPOINTMENT OF OFFICERS

- (A) Nomination and election of officers and representatives shall be by acclamation or by ballot at the Spring Annual General Meeting. All officers and representatives serve until their successors are elected at the next Spring Annual General Meeting and are eligible for re-election.
- (B) If any officer of the Executive shall resign from office or if the Spring Annual General Meeting fails to elect an Executive officer, the vacancy shall be filled at any time by appointment from the Executive and is subject to confirmation at the next Council or General Meeting.

BY-LAW V - 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.
- (B) Funds
 - 1. The funds of the Association shall include the General Operating Fund, the Contingency Fund, and such other funds as may be deemed necessary from time to time.
 - 2. These funds shall be administered by the Treasurer 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.
- (C) Banking and Auditing
 - 1. The funds of the Association shall be deposited in a Canadian chartered bank and administered by the Treasurer.



2. The fiscal year of the Association shall commence on August 1st of each year and end on July 31st.
3. The accounts and books of the Association shall be examined at least once every three years and their correctness ascertained by a qualified financial professional from an accredited organization 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 transferred to some organization(s) promoting interest in or development of the game of field hockey, as determined by members of the Association. Otherwise, such funds shall be transferred to some organization(s) promoting interest in or development of some other amateur athletic endeavour.

BY-LAW VI - AMENDMENTS TO THE CONSTITUTION ARTICLES AND BYLAWS

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

(B) Proposed amendments may be initiated by:

- A. A majority of the Executive
- B. Any member of the Association so long as the proposal is supported by 10 other members of the voting members and submitted by user form to a member of the Executive 28 days prior to any General Meeting

(C) All voting members shall be informed of any proposed amendment 14 days prior to any General Meeting.

BY-LAW VII - TEMPORARY EXEMPTIONS TO THE CONSTITUTION

(A) In order to uphold the spirit of the VWFHA, the Executive may vote in favour of a proposed exemption to the Constitution. If 51% or more of clubs registered in a given season find conflict between the Constitution and the spirit of the VWFHA, and are sponsored by a member of the Executive, they may bring their proposed exemption (henceforth, "the proposal") to the Executive.

(B) The specifications of the proposal to the Executive must include:

1. A specific issue raised;
2. A solution to the issue raised;
3. A time period for the exemption;
4. The names and signatures of each club's executive representatives in support of the proposal.

(C) The Executive will circulate the specific issue and proposed solution to the Membership, prior to deliberation.

(D) The Executive may rule to:

1. Approve the proposal as written;
2. Deny the proposal as written;
3. Return the proposal for amendments.



- (E) Once the proposal is approved or denied by the Executive, the issue is deemed closed. The proposal, if granted, is active for the time period approved by the Executive and may not be modified. If denied, the same proposal may not be raised again for the duration of the current season.
- (F) The Membership will be informed of Executive rulings. (*January SGM 2025*)

POLICIES & PROCEDURES:

1. DUTIES OF COMMITTEES & LEAGUE OFFICERS

In addition to those outlined in the By-Laws, the following shall apply:

(A) Committees:

1. The Games Committee shall:
 - a. Consist of volunteer voting members of the Association; every effort will be made to have a variety of club and division representation, with up to one volunteer voting from each club
 - b. Assist the Administrator and the Executive in interpreting and implementing the League Policies & Procedures
 - c. Act as advisors to the Administrator and Executive in developing new Policies & Procedures to improve the efficient running of the League.
 - d. Review and rule on any disciplinary questions arising in the League; those committee members having a conflict of interest will not be included in any decision or disciplinary action affecting their club
 - e. In the event of a formal dispute of a game resulting from a technical decision on the field, convene a three-person independent technical committee to deliver a ruling
2. The Division Allocation Committee shall:
 - a. Consist of volunteer voting members of the Association; every effort will be made to have a variety of club and division representation, with up to one volunteer voting from each club
 - b. Review written requests for changes in team placement for the upcoming season; their recommendation will be forwarded to the Executive for review and ratification

(B) The Administrator shall:

1. Distribute the Declaration Form to Club and Team Representatives, collect the information, and update the website and email distribution lists
2. Contact the different turf representatives and arrange turf times for scheduled games
3. Draw up game schedules, distribute to Team/Club Representatives, and post to the website
4. Maintain the League website
5. Attend Executive, Games Committee, Council, and General meetings
6. Perform other miscellaneous duties as required



7. Receive an honorarium per season to be determined at the Spring AGM for the following season

(C) The Umpiring Coordinator shall:

1. Distribute the Umpire Declaration Form to Umpires and Club and Team Representatives, collect the information, and update the website and email distribution lists
2. Promote the recognition, training, and development of League umpires through clinics and ratings
3. Receive an honorarium and budget per season to be determined at the Spring AGM for the following season
4. Manage and schedule the pool of umpires and post their schedule to the website.

2. FINANCES

(A) Fees:

1. Team fees will be set annually at the Fall General Meeting.
2. A deposit (to be determined at the Spring AGM) will be due on receipt of team registration.
 - a. Deposit is to be applied to team fees or forfeited if the team withdraws from the League after declaration.
 - b. In the event of cancellation of the League due to extraordinary circumstances, 50% of the deposit will be refunded to the participants of that season. *(Fall AGM 2021)*
3. The remainder of the fees are due 28 days after invoicing. Team fees will be invoiced as follows: September - $\frac{2}{3}$ of team fees; April/May - $\frac{1}{3}$ team fees.
 - a. Failure of a team to pay fees by the due date shall result in the withdrawal of that team from League play for that season.

(B) Funds:

1. Operating Fund
 - a. The Operating Fund consists of monies collected from team fees and covers the general operating expenses of the League.
 - b. Any surplus monies from the Operating Fund at the end of the fiscal year are transferred to the Contingency Fund.
 - c. Any shortfall in the Operating Fund throughout the year shall be covered by the Contingency Fund.
2. Contingency Fund
 - a. The Contingency Fund shall be maintained at no less than 10% of the operating budget (including turf fees).
 - b. The Contingency Fund covers expenditures for emergency, shortfall, and other special purposes.
3. Special Fund
 - a. The Special Fund consists of monies realized from a percentage of annual fees.
 - b. 1.25% of team fees are transferred to this fund annually.
 - c. The Special Fund may be used to subsidize VWFHA member expenses and/or costs incurred in connection with women's field hockey activities.



- d. Requests for disbursement of the fund can be presented at any Council or General meeting and must be passed by a majority of those present.
4. The Artificial Turf Fund:
 - a. The Artificial Turf Fund consists of monies received from teams as billed for their use of the artificial turf and shall be used, in full, to pay for the Association's use of the artificial turf.
 - b. Those clubs with turf fees outstanding after 30 days shall be charged an interest fee of 24% per annum.
5. The Treasurer shall present an operating budget and current balance statements of all funds at the Fall General Meeting.

(C) Insurance:

1. All participants are covered for sport accident insurance throughout the entire season through membership in good standing with FHBC and FHC.

3. LEAGUE STRUCTURE & RULES

(A) Team Declarations

1. All Club and Team Representatives from the previous season will receive a Team Declaration Package and Form which they must complete and return to the Administrator by the nominated date prior to the start of the new season.
2. The Team Declaration Package shall include:
 - a. The proposed season dates and holiday schedule breaks
 - b. The proposed division structure based on previous year standings, although this cannot be confirmed until all declarations have been received, reviewed by the Division Allocation Committee, and confirmed by the Executive.
 - c. Reference to where the Constitution By-Laws and Policies & Procedures can be found on the League web site.
3. The Team Declaration Form shall include:
 - a. The contact information for two team representatives
 - i. The team representative shall act as the liaison between the team and the League.
 - b. The uniform appearance and colours for each team.
 - i. Field players of the same team must wear uniform clothing consisting of shirt, skirt, and socks or shirt, shorts, and socks ready for the first League game. Base layers (long sleeves and/or leggings) must be black or team colours.
 - ii. Approved uniforms for all Premier division teams must have numbers visible on the back of the playing shirts.
 - iii. Any changes to uniforms by existing teams must receive approval from the Executive.
 - iv. In the case of common uniforms, the home team (as listed on the website) (*February 2023*) shall change their uniform.
 - v. Each team shall be required to have one designated player wearing the Captain's band.
4. New teams wishing to enter the League of the VWFHA shall declare their intention to do so, in writing via the Team Declaration Form, to the Administrator by the nominated date prior to the start of the season.



- a. New teams entering the League will automatically be entered in the lowest division unless the team has requested to be placed in a higher division. These requests will be reviewed by the Division Allocation Committee.
- b. New teams must receive Executive approval of team colours.
- c. 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.

(B) Umpire Declarations

1. Umpires and Club and Team Representatives from the previous season will receive an Umpire Declaration Form which umpires must complete and return to the Umpiring Coordinator by the nominated date prior to the start of the new season.
2. The Umpire Declaration Form shall include:
 - a. The contact information for at least one registered umpire per number of teams that a club has, qualified to officiate in the division(s) in which the team(s) is/are participating.
 - i. The club's umpire(s) will be added to the umpire pool and must be prepared to umpire at least the number of games that their club's team(s) play in a season.
 - ii. If an umpire is named for more than one team, the umpire must be prepared to umpire as many games as the teams combined play. 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.
 - iii. Should a team not fulfil these requirements, they will be fined \$150 for each half season they are not in compliance.
 - iv. Premier teams must declare at least one umpire with a minimum of a Regional rating for their team at the beginning of the season (teams cannot name the same umpire as another Premier team). The named umpire must be willing to sign up for the equal number (*Fall AGM 2021*) of Premier games played in the season. The named umpire must then sign up for primarily Premier games during the season.

(C) Club/Team Representative Responsibilities

1. Ensure that each club/team has representation at all Council Meetings and General Meetings. Failure to have representation at meetings results in a \$50 fine.
 - a. Each club ensures representation of their registered teams by at least one representative for Council and General Meetings.
 - b. Stand-alone teams will ensure representation by at least one member at Council and General Meetings.
 - c. Names of representatives are forwarded to the League representative (*February 2023*) by email one week prior to any meeting
2. Carry out such additional duties as may be required from time to time by the Council or Executive.

(D) League Eligibility

1. All players, coaches and umpires must be an active member in good standing with FHBC and FHC before their first game of the season. Any individual under any suspension for field hockey is suspended from participating in field hockey capacity in



- the VWFHA until after their suspension has ended and reinstatement is approved by the Game Committee. *(Fall AGM 2019)*
2. All players must be registered with the League before their first game of the season.
 3. All players must be 13 years or older as of January 1st in any playing season.
 4. Official team lists (rosters) may be revised by submission to the Administrator up until the nominated date set by the Administrator *(February 2023)*.
 5. Clubs may designate at most two Goalkeepers per team.
 6. A player must be registered with only one team, except for players that register as a Goalkeeper for one team and a Field Player for a different team within their club, and not in the same division.
 7. Unregistered players are ineligible for both League and Play-off games.
 8. To add new players to a team's roster during the season, the Club/Team Representative must email the player's name, proof of confirmation of current FHBC Membership *(February 2023)*, email address, birthdate, and team to the administrator before the nominated deadline, so that they may register the player in the League's website prior to that person participating in the League.
 9. Player movement between clubs:
 - a. Members are normally eligible to play with only one club during any given season.
 - b. After having played two regularly scheduled League games with a club, a player must receive permission from the Executive to play for another club before playing a game for that club.
 - c. Movement of players to other clubs requires 10 days' notice from the date the request is received from the player *(Fall AGM 2019)*
 - d. If a player has played one game only with a club, they are free to change to another club without requesting permission. However, once having played with the second club, they may not return to the club with which they previously played without permission from the Executive. *(February 2023)*
 10. Player movement between teams within a club (playing up and down):
 - a. A player registered in a lower division may only play for a higher division within their club eight times per season. The ninth time a player plays for a higher team in the season, they are added to the roster of the higher division team they played for last and may not play in the lower division for the rest of the year. Their played up count is reset to zero. A player may only change rosters once per season.
 - b. A Goalkeeper registered with a lower division team may play nine games per half season with a higher division team within a club as a Goalkeeper for a total of 18 games per season. The tenth time a Goalkeeper plays for a higher division team in the half season, they are added to the roster of the higher division team they played for last and may not play in the lower division for the rest of the year.
 - c. Four players registered for a club's Division 1 team may play unrestricted for that club's Premier division team. Clubs without a Division 1 team must apply for an exception to the League and the number of players who may play an unrestricted number of games for the club's Premier division team while being rostered on a lower division team will be determined by the League Executive. *(April AGM 2024)*
 - d. Exceptions to playing up rules require approval from the Executive and may be granted in extenuating circumstances.



- e. Playing down within a club requires approval from the Executive and may be granted in extenuating circumstances.
- f. A player cannot play for two teams in the same division within the club.
- 11. Teams utilizing ineligible players in League and Play-off games shall default such games to the opposing teams.
- 12. Team declarations require a minimum of 12 registered players on their team roster at the beginning of the season to be eligible to play in the League. The minimum of 12 registered players must be maintained throughout the entire season. *(Fall AGM 2019)*

(E) Fields

- 1. Cancellations
 - a. If possible, the Administrator, with the help of League volunteers, will determine if fields are playable before the teams and umpires travel to the field.
 - b. Final decision on the playability of each field shall be made by the umpires upon inspection of the field at game time.
 - c. Once a game has been cancelled, the decision cannot be reversed.
- 2. Practice times for the following season will be allotted by the League.

(F) League Structure and Standings

- 1. The League shall be divided into divisions according to the level of playing ability.
- 2. The League shall consist of a Premier division, a number of divisions of eight to 10 teams, and a final division made up of the remaining teams.
 - a. The Division Allocation Committee shall review the overall allocation of teams based on final standings and written requests for team placements.
 - b. This structure can be changed at the discretion of the Executive to accommodate changes in field availability or number of teams in the League.
- 3. League Standings
 - a. If there is a tie for points at the conclusion of League play, the following criteria shall be used to determine League standings:
 - i. Number of wins
 - ii. Results between tied teams
 - iii. Goal differential
 - iv. Number of goals for
 - b. The winners of each division (with the exception of Premier) will exchange places with the last placed team in the division above in the overall league standings as a starting point for Division Allocation Committee decisions on team allocations to divisions for the next season.
 - c. The Premier division is an exception and is excluded from the overall standings.
 - d. In the event of a new team entering or an existing team leaving the League, the standings will be adjusted accordingly.
 - e. The divisions will then be divided according to Policy & Procedure (F)2.
 - f. Any exception to the League standings being used as the basis of the divisions requires the mutual consent of all teams affected.

(G) Game Schedules, Rules, and Scores

- 1. All regularly scheduled, make-up, challenge, and Play-off games shall be played in accordance with the current rules of FHC, except that:



- a. The duration of games will be 17 minutes running time for each quarter, with a two-minute break between the first and second quarter and the third and fourth quarter and a five-minute half-time.
2. Re-scheduling Games
 - a. Games may only be rescheduled for field hockey conflicts where a minimum of three players on a team are affected.
 - i. The Administrator must be advised of such conflicts at least six weeks in advance of the game date.
 - ii. Fall season games must be played before the holiday break and spring season games must be played by the end of regular season play.
 - iii. The Administrator will reset a new time, place, and date when a field becomes available.
 - iv. A team that fails to play at the re-scheduled designated time will default that game and points equal to the value of a win shall be awarded to the opposition.
 - b. Games can be re-scheduled due to reasons other than hockey conflicts only by mutual agreement of both teams involved.
 - i. The Administrator must be notified in advance of the scheduled game.
 - ii. Turf time not used because of re-scheduled games will be charged to the team requesting the reschedule.
 - iii. The two teams must arrange a date, time, and umpires for the re-scheduled game. Game details must be confirmed by the deadline set by the Administrator. (*February 2023*)
 - iv. Extra turf time will not be automatically provided.
 - v. Fall season games must be played before the holiday break, and spring season games must be played by the end of regular season play.
 - vi. If the game cannot be played, the team requesting the re-schedule defaults the game (5-0 loss). In the case of both teams requesting the reschedule, both will receive zero points.
 - vii. Exceptions may be made at the discretion of the Administrator. (*Fall AGM 2019*)
3. Game Reports and Match Scores
 - a. For each game, the Team Representative shall print a game report card from the website and take it to the field.
 - i. Any team failing to bring a game card to the field will be fined \$20.
 - ii. Add the names of any players "playing up."
 - iii. The Team Representative informs the Club Representative of any players "playing up."
 - iv. The Club Representative collates the "playing up" information and provides it to the Administrator.
 - b. Game reports, with the game score, names and signatures of both umpires, and signatures of both Team Representatives, must be kept until the beginning of the following season.
 - i. In the event that the report is requested and cannot be produced, the team will be fined \$20.
 - c. Both Team Representatives shall enter the score on the website.
 - d. Each Team Representative shall enter the team statistics into the website by checking off the names of all those that played in the game.



- e. Any team who has player game statistics out of date by more than two weeks will receive a \$50 fine per game (*February 2023*).
- 4. Game Cancellations and Defaults
 - a. If a game is cancelled after Thursday at noon, all costs will be added to the defaulting team's invoice, including the field rental cost, the cost of the two umpires scheduled, and a \$100 additional fine.
 - b. Teams with fewer than eight players on the field 10 minutes after the scheduled game time shall default the game to their opponents.
 - c. If neither team has the required number of players on the field 10 minutes after the scheduled game time, a "double default" shall be declared and neither team will be awarded points.
- 5. Game Points
 - a. Points will be allotted based on game results as follows: 3 for a win, 1 for a tie, 0 for a loss. The score line recorded for defaults and forfeits will be 5-0.
- 6. Game Disputes
 - a. If a team wishes to dispute the result of a game, a formal protest must be received by the Administrator within two days of the game under dispute.
 - b. The Games Committee will assess whether the protest is based on a "technical" or "interpretation" decision; an interpretation decision will always be upheld as made on the field.
 - c. If it is determined as a "technical decision," both Team Representatives and both umpires will be required to submit written statements.
 - d. The statements will be reviewed by an independent technical committee chosen from a list of senior umpires or technical officials local to the community and a ruling will be made.
 - e. The technical committee will be chosen by the Executive and agreed upon by both parties prior to the ruling. There will be no appeal.

(H) Discipline and Suspensions

- 1. Umpires must report via email all yellow and red cards to the Administrator and Umpire Coordinator and write a note on the game card.
 - a. If an individual team member receives two yellow cards within the duration of an entire round of play, the Games Committee shall determine whether they will be suspended for the team's next game immediately following the match in which the second yellow card was issued.
 - b. If an individual team member receives a red card they will be suspended for the team's next game immediately following the match in which the red card was issued.
 - i. The suspended player cannot play in any League game until the team they were playing for when suspended has played one game without them.
 - ii. On the first occasion in a round of play that a player is suspended they shall sit out one game, on the second occasion that they are suspended they shall sit out two games, and on the third occasion they shall sit out three games.
 - iii. If the card is administered in the final game of the season, the suspension will carry over into the next season.
 - iv. The suspension cannot be avoided by switching clubs or divisions.



- v. If an individual team member receives a suspension, their club will receive a \$250 fine which will be due within 14 days of the player serving the suspension.
 - c. The suspension is automatic, and the suspended player and their club do not need to be informed.
 - d. If a suspended player plays during their suspension, their team shall automatically forfeit the game they played in by a score of 5-0.
 - e. The League reserves the right to make the suspension longer than one game pending the outcome of the ruling of the Executive or Games Committee.
 - f. If a player wishes to appeal their suspension, then they must do so no later than one day after the game in which they received either their second yellow card or their red card. The appeal should be directed to either the Vice-President or to the President of the League.
2. Captains and umpires are encouraged to submit comments concerning the match by email and on the game card.

(I) Umpiring

- 1. All umpires participating in the League must be registered with FHBC and must have an FHBC rating appropriate for the division in which they are umpiring.
 - a. The Premier division requires a Regional rated Umpire.
 - b. Divisions 1, 2, 3, and 4 require a Provincial rated Umpire. *(Fall AGM 2021)*
 - c. Divisions 5 and 6 require a Community rated Umpire. *(Fall AGM 2021)*
 - d. In extraordinary circumstances, it may be necessary (when many of the higher officials are unavailable) to have a Community rated umpire officiate a Division 4 game. In this case, the individual must receive permission from the Umpiring Coordinator to umpire, and in addition, that Community umpire must be paired with a Provincial or higher rated umpire. *(Fall AGM 2022)*
 - e. In extraordinary circumstances, it may be necessary (when many of the higher officials are unavailable) to have a Provincial rated Umpire officiate a Premier division game. In this case, the individual must receive permission from the Umpiring Coordinator to umpire.
- 2. The League will use a pooled umpiring system.
 - a. Umpires request games and are assigned by the Umpire Coordinator.
 - b. Games that remain will be assigned to clubs/umpires that have not completely fulfilled their game allocation based on the team(s) they represent, at the discretion of the Umpire Coordinator.
 - i. A club's umpires will be notified by the Umpire Coordinator if the club has been assigned to cover a match. It is the club's responsibility to find an umpire of a suitable standard for the appointed match and to include the Umpire Coordinator in all correspondence to all targeted umpires. They must notify the Umpire Coordinator of who will be umpiring a match by Friday morning no later than 10am. If the club is unable to provide an appropriately certified umpire, exceptions can be made with prior agreement by the Umpire Coordinator. Should this occur, the Umpire Coordinator will notify Team Representatives and the other umpire for the justification of the appointment of that umpire. Failure to provide an umpire by the deadline will result in a \$75 fine per unfilled assignment and that money will be given directly to the umpire provided by the VWFHA. *(Fall AGM 2021)*



- c. Umpires will be paid twice per season (*February 2023*) for the games they have umpired at a rate designated by their rating:
 - i. Community: \$35 per game
 - ii. Provincial: \$45 per game
 - iii. Regional: \$55 per game
 - iv. Canadian: \$65 per game
 - v. FIH: \$75 per game (*Spring AGM 2021*)
- d. Umpires will only be paid in the first payout if they have earned more than \$100. All umpire pay that is not paid out in the first payout will automatically be added to the second payout. In the second payout, all umpires will be paid regardless of the amount they are owed. If an umpire would like their pay in the first payout but does not meet these criteria, an email request should be sent to the Treasurer and payment will be made (*February 2023*).
- e. If games are cancelled at the field due to weather conditions, the umpires will be paid by the League if en route within a two-hour time frame.
 - i. If a game's cancellation has been posted to the website at least two hours before the match, umpires will not be paid.
- f. Once an umpire has been assigned a game slot, the umpire is then responsible for that game. Should the umpire be unable to fulfil the umpiring duty, she/he must find an alternate.
- g. If an umpire does not show up to an assignment, the umpire will be fined the cost of the replacement umpire. If no replacement is used, the umpire will be fined at their own rating rate.
- h. Umpires officiating matches at Chilliwack and Winskill will receive an additional \$15 per match. (*Fall AGM 2021*)
- 3. Umpires shall sign the game report after the game, indicating the score and adding comments if desired.
- 4. Umpires are responsible for informing the Administrator and Umpire Coordinator by email of any yellow or red cards issued during a game or if a game card was not produced.
- 5. Having consulted with team captains, the umpires have the right to abandon any game because of poor lighting conditions, if the lights go out, because of dangerous conditions, or any other reason they see fit, in the interests of the safety of the players or the conditions of the field.
 - a. 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.
- 6. Umpire Ratings, Umpire Assessors, and Assessments:
 - a. Umpire rating details are located for perusal on the FHBC website under "Officials."
 - b. Questions relating to ratings and assessments may be directed to the League Umpire Coordinator for consultation with FHBC if necessary.

(J) Play-off Game Rules

- 1. The top four teams in each division shall compete in Play-off quarterfinals (if possible), semifinals, and finals. The format will be determined at the Fall General Meeting. This can be changed at the discretion of the Executive to accommodate changes in field availability, weather cancellation, or the number of teams in the League. (*Fall AGM 2021*)



2. A minimum of (*February 2023*) seven days prior to the start of the Play-offs, every eligible team in the League shall submit to the Administrator a complete team roster. Any player named on the Play-off roster must have played at least two season games to be eligible for the Play-offs.
 - a. Exceptions to this rule require Executive approval. Possible reasons for approval being granted would be an inability to play during the season due to injury, illness, pregnancy, or a lengthy period out of town.
 - b. Goalkeepers can appear on two Play-off rosters as long as they are registered on or below their division and have played two games for each team. Field Players may only appear on one Play-off roster.
 - c. All registered designated Premier players during the regular season will be allowed to play on both teams if all requirements of playing up are met and the teams make the Play-offs.
 - d. Premier rosters for Play-offs will be capped at 18 players.
3. Technical Committees (Technical Tables for Play-offs) (*February 2023*)
 - a. There will be a technical committee (Technical Table) at the Play-off final for each division.
 - b. When possible, there will be a Technical Table at each semifinal game.
 - c. The Technical Table oversees the game play and settles any dispute or questions which arise.
 - d. The Technical Table will consist of two qualified members as approved by the Executive.
4. If a game is tied at the end of regulation time, a Play-off shootout competition will be played to establish the winner of the match.
 - a. Umpires will call the captains of both teams and a coin toss will ensue. The winner of the coin toss will choose whether to shoot first or defend first.
 - b. Five players from the listed roster of each of the two teams (excluding any player who has been suspended) shall participate in the Play-off shootout competition, alternately. The players must take their turn in the Play-off shootout competition in the same sequence as the list of five players given to the Technical Officer/umpire prior to the start of the shootout competition.
 - c. The same Goalkeeper from each team must be used for each shootout competition of the other team, unless incapacitated.
 - d. The umpires shall choose the goal to be used.
 - e. The team awarded the highest number of goals shall be the winner.
 - f. In the event of an equal number of goals having been awarded in the first series of shootout competitions, another series of "sudden death" shootout competitions shall be started.
 - i. The winner of "sudden death" is the first team awarded more goals than the opposing team after an equal number of shootouts (no minimum) have been taken by each team.
 - ii. The team whose player has taken the first shootout of the first series must defend the first shootout of the "sudden death" series.
 - iii. The same players, in any order, shall participate in the "sudden death" series, but all five must complete a shootout competition before any of them are eligible for any further shootout competitions.
 - iv. If necessary, this "sudden death" series may exceed the 10 shootout competitions.



- v. Decision of time allowed per competitor per shootout try will be decided by the Umpire Coordinator depending on the surface being played on prior to the match.

4. TROPHIES

(A) Trophies for the division winners and Play-off winners and runners-up shall be presented at the end of each season, as follows:

1. Trophy – Division 6 League winner
2. Plaque – Division 6 Play-off winner
3. Plaque – Division 6 Play-off runner-up
4. Trophy – Division 5 League winner
5. Plaque – Division 5 Play-off winner
6. Plaque – Division 5 Play-off runner-up
7. Rambler Club Trophy – Division 4 League winner
8. Meraloma Club Trophy – Division 4 Play-off winner
9. Plaque – Division 4 Play-off runner-up
10. Trophy – Division 3 League winner
11. Plaque – Division 3 Play-off winner
12. Plaque – Division 3 Play-off runner-up
13. Dr. H.V. Warren Trophy – Division 2 League winner
14. Margaret McLean Trophy – Division 2 Play-off winner
15. Pamela Glass Trophy – Division 2 Play-off runner-up
16. Richmond FH Club Trophy – Division 1 League winner
17. Delta Falcons FH Club Plaque – Division 1 Playoff winner
18. West Vancouver FH Club Plaque – Division 1 Playoff runner-up
19. Thomas Pattison Memorial Trophy – Premier League winner
20. Spalding Trophy – Premier Play-off winner
21. Major Bentham Trophy – Premier Play-off runner-up

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

1. The Dianna Popowich Award goes 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 goes 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.
3. The Umpires Award is in recognition of service to the development of umpiring in VWFHA as determined by the Umpiring Coordinator in consultation with the Executive.
4. The Barbara Schrodtt Award is 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 is 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.



6. The Watsy Trophy is in recognition of a master who has shown great ability, sportsmanship, and age. Members of the Association shall submit nominations to the Watsy Trophy Committee. A player may only win this trophy once.
7. The Jennifer Pearson Trophy is in recognition of a team member who has not only contributed to their club and team but also to the League.
8. The Honorary Life Member VWFHA is in recognition of a long-standing player/member who is involved in field hockey.

(C) The Secretary shall keep a record each year of the winners of each trophy and award.

5. AMENDMENTS TO POLICIES & PROCEDURES

The Policies & 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.