



West Vancouver Field Hockey Club

“The home of North Shore Field Hockey”

JUNIOR UNIFORM POLICY

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

- The General Manager (GM) and Club Administrator (CA)
- The Uniform Coordinators (UC) for Spring League

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

Note: in the absence of a UC; all responsibilities will be covered by the GM and CA.

1. Equipment Inventory and Purchase:

- The GM and UC are responsible for the inventory and identification of uniform requirements for Spring League. No ordering of uniforms shall take place without the authorisation of the General Manager (GM) in conjunction with the Chair of the Junior Committee.
- Uniform suppliers will be selected on the basis of quality, price and ability to provide stock in a timely manner. Should a sponsor or preferred supplier be identified for the Club, uniform purchasing will respect any agreements or relationships in place.

- **Key Spring League dates:**

- In July-August, the GM/CA will undertake a full inventory of all uniforms. This will form the basis for identifying any uniforms required for the forthcoming Spring League
- By November the GM/CA will order any uniforms required for Spring League
- Delivery for all uniforms will be taken between February – March
- By end February confirmation of UC will take place
- By end of March, all uniforms will be bagged and provided to the UC for distribution to their age group
- By end of June, all uniforms for their respective age group will be returned by the UC to the GM for inventory and storage

Note: in the absence of a UC, distribution and collection will be done by the GM and CA.

2. Uniform Distribution for Spring League

- The UC and GM are responsible for distribution of uniforms for Spring League Programs as follows:

- A. The GM will provide each UC with uniforms, bags for distribution and a spreadsheet indicating:
- name of teams
 - contact details for manager of each team
 - number of players in each team
 - number and size of uniforms provided
- B. The GM is responsible for:
- ensuring that each team has a bag with the right number/size of uniforms;
 - distributing to team managers in advance of the first game. This can be done at the field or at a central location (eg. from UC's house);
 - recording in the spreadsheet what each team has been allocated in their bags.
- This spreadsheet will form the basis for collecting the uniforms so please ensure that this is kept updated if size exchanges occur. Please email a copy of the spreadsheet to the GM by end of April.***
- C. Inevitably uniform exchanges take place throughout the season if players need a different size/damage occurs etc:
- The GM will ensure that a box of spare uniforms is kept at Rutledge for exchanges to be made.
- The GM will be able to access the spare uniforms and make any changes required as needed.
- There will be a uniform exchange sheet kept with the box of spare uniforms – the UC is responsible for completing this so that we can keep track of what has been taken/swapped out. ***Please remember to update your age group spreadsheet so that we know which sizes have changed for teams. Please also remember to return the uniform that is swapped out.***

3. Uniform Collection for Spring League

- The GM, UC and Team Managers are responsible for collecting uniforms for Spring League Programs as follows:
- A. At the start of June the UC sends each of their Team Managers the numbers and sizes of uniform pieces that were distributed to their team so they know what they are responsible for collecting back in.
- The UC also notify each Team Manager that they must collect in the uniforms from their teams after the last game – it is recommended that Team Managers tell their players to bring a change of clothes to the last game so that players can give them their uniforms straight after the game ends. This avoids having to arrange a separate time and location to collect uniforms. In addition, the Manager then has all the uniforms to wash and return to the UC.
- It is important that Team Managers record which players have / have not returned their uniforms – do not just collect them in without keeping track! If you do not do this, it makes it impossible to follow up and ensure that a player returns their uniform.***
- If there is an ongoing issue regarding a player and uniform return, please notify the player of the Uniform Loan Policy (see 4 below). Please also***

provide the player name, team name and contact information to the UC.

- B. Once Team Managers have collected in all their uniforms, they are responsible for returning them washed and cleaned in their bag to their UC. At this point, the Team Manager should notify the UC of any missing or outstanding uniforms from their team – this should include the player name and contact information.
- C. Once the UC has collected all the bags of uniforms from their teams, they will then meet with the GM to return the uniforms to the inventory. Any missing or damaged items must be identified at this point.

4. Uniform Loan Policy

- WVFHC is committed to keeping membership fees at an affordable level. The loan of uniform contributes to this commitment by ensuring that members do not need to purchase a uniform.
- It is the responsibility of the individual borrowing the uniform to ensure that it is kept safe and clean throughout the season. In addition, all players are expected to return their uniforms at the end of Spring League. Failing to return uniforms, together with loss or damage, contributes to rising membership costs at the Club. WVFHC reserves the right to charge individuals or teams for replacement costs.
- Players are **not permitted** to wear WVFHC uniforms for participation in programs at other clubs or in tournaments/events as a representative of another club.

5. Uniform Policy

- The Junior uniform for Spring League consists of the following:
 - WVFHC shirts
 - WVFHC skirt (girls) or plain black shorts (boys)
 - black or white socks
- We prefer that the team wear the same uniform of shirts and skirts. However, if extenuating circumstances arise for a player and their ability to wear a skirt, please contact your AGC and we can make arrangements. In exceptional cases, players will be permitted to wear loose black soccer-style shorts.