



# West Vancouver Field Hockey Club

## *“The home of North Shore Field Hockey”*

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### **PLAYER TRANSFER REQUEST PROCEDURE – SPRING LEAGUE**

All **Girls U7-U12 and Boys U8-U18** returning players who register before the registration deadline will automatically be placed onto their previous team. If you wish to play on a different team you must complete the Transfer Request Form.

All **Girls U13-U18** can request a team transfer by completing the player preferences form within the Spring League registration for that year.

**IMPORTANT:** Not all requests will be granted. If we cannot accommodate your transfer request, players will be returned to their previous team. The request can be resubmitted the following year. Refer to the below information regarding team formation for your applicable age group for more details.

#### **Girls U8-U12 Girls and Boys U8-U18 Team Placement**

Players are placed on teams in the following priority, while striving to maintain balanced teams with multiple schools represented:

1. Place returning players on their previous team
2. Place any players from teams that are folding
3. Place any players who have filled in a Transfer Request Form (prioritized in order of date received)
4. Place new players (prioritized in order of date received)
5. Place wait-listed players if space becomes available (prioritized in order of date received)
6. Place late registrations if there is a place on a team for them (prioritized in order of date received)

#### **Girls U13 Team Formation**

This age group may experience bigger changes than others since the pitch expands from half to full field. The rosters become larger, and players are given their first opportunity to realign their competitive preferences.

1. Place returning players on their previous team
2. AGC's use a combination of U12 results, athletes' competitive preferences, requests made during registration, volunteer and club coach feedback to form new teams
3. Place any players who have asked for a team change due to reasons other than a change in the level of competition e.g. friend requests, car pool requests, change in coach (prioritized in order of date received)
4. Place new players (prioritized in order of date received)
5. Place wait-listed players (prioritized in order of date received)
6. Place late registrations if there is a place on a team for them (prioritized in order of date received)

## **Girls U14-U18 Girls Team Placement**

Players are placed on teams in the following priority:

1. Place returning players on their previous team
2. Place any players from teams that are folding
3. Place any players who have requested a change to the level of competition between tiers (inter-tier), in this case friend requests are not guaranteed due to lack of space on a team (prioritized in order of date received)
4. Place any players who have requested a change to the level of competition within a tier (intra-tier), in this case friend requests are not guaranteed (prioritized in order of date received)
5. Place any players who have asked for a team change due to reasons other than a change in the level of competition e.g. friend requests, car pool requests, change in coach (prioritized in order of date received)
6. Place new players (prioritized in order of date received)
7. Place wait-listed players (prioritized in order of date received)
8. Place late registrations if there is a place on a team for them (prioritized in order of date received)

### **Notes:**

a) AGCs will consider all requests received prior to the close of registration, regardless of how the request was submitted, prioritizing using the above logic.

## **The Transfer Process**

1. Complete the online Player Transfer Request form (GU8-U12 & BU8-U18) or player preferences in the Spring League registration (GU13-U18). These requests will be accessed by your Age Group Coordinator & the Club Administrator. If you have already registered for girls U13-U18 and now have a transfer request, please complete the Player Transfer Request form online via Sports Engine.
2. Age Group Coordinators are the only individuals who may discuss a transfer with a coach, a manager, a player or parents. The Age Group Coordinator will notify both team coaches involved in any Transfer Requests affecting their teams.
3. No transfer requests will be permitted after January 31 of the current season for girls and February 15 for boys.

### **When does my transfer request get considered and when am I notified?**

The club must first finalize team numbers and therefore must wait for registration to end (January 31 for girls and February 15 for boys). Once our team numbers are confirmed we can then consider transfer requests. Transfer requests received prior to the registration deadline will therefore generally be considered in late February and you will be contacted with the outcome of the request.