



West Vancouver Field Hockey Club

“The home of North Shore Field Hockey”

WVFHC HOSTING AND BILLETING POLICY

1. Hosting Policy & Procedure

- Hosting a visiting team fosters good sportsmanship, promotes cross-cultural exchange and creates opportunities to play against different teams. WVFHC welcomes enquiries from travelling teams to play against the Club’s junior, women and men leagues.
- All enquiries from a visiting team should be directed to the Executive Director who can then notify the appropriate divisions. When it is a junior team, the Visiting Team Coordinator will be responsible for coordinating the visit.
- The aspects involved in hosting a visiting team are outlined in the Visiting Team Checklist (see Appendix 1). All individuals involved in organising a visit from a travelling team should consult the checklist and make sure that every step is completed to ensure a successful hosting experience.

2. Billeting Policy & Procedure

- Hosting a visiting player is part of the touring experience and fosters good sportsmanship. However, the WVFHC values the safety of its players and volunteers above all else. We want to ensure that our organisation upholds the highest standards in providing a safe secure environment for visiting players and host families.
- The Visiting Team Coordinator is responsible for finding and allocating host families for the visiting players.
- Each host family should complete a Host Family Information Form and a **VISITING TEAM EMERGENCY CONTACT INFORMATION CARD** and submit them to the Visiting Team Coordinator. See appendix 2 for copies of the forms.
- As many of our host families are also club volunteers, they will have Criminal Record Checks on file with WVFHC. If this is not the case and where time permits, each adult in the Host Family should complete a CRC and submit it to the Club. For more information on this process see the [CRC and Code of Conduct webpage](#), or contact the info@wvfhc.com.

- The Visiting Team Coordinator will allocate host families to visiting players in accordance with the following guidelines:
 - Host families should have a son or daughter involved with the visiting team, unless there are exceptional circumstances
 - When possible the host family should billet two players from the same team. This may alleviate any apprehension a player may have specific to staying with a host family.
 - A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender.
 - Two players with more than a 2-year age difference should not share a bedroom. If this is unavoidable due to space in the home, a third person should be present, or the door should be left open at all times.
- The Visiting Team and the host family will complete emergency contact cards – see Appendix 3. The Visiting Team Coordinator will ensure that the parents/team of the billeted players and the host families receive copies of each other's cards.
- The Host Family will receive the following information from WVFHC Visit Coordinator:
 - player name
 - visiting team contact and phone number
 - WVFHC visit coordinator contact and phone number
 - any special needs of the player they will billet, including illnesses, medication and dietary requirements
 - a copy of the Host Family Guidelines (see below)
 - information about the player's itinerary
- The Visiting Team will receive the following information from WVFHC Visit Coordinator:
 - host family name, address and contact number(s)
 - WVFHC visit coordinator contact and phone number

2.1 Guidelines for WVFHC Host Families

Thank you for opening your home to a visiting player! Hosting a visiting player is part of the touring experience and fosters good sportsmanship. The WVFHC values the safety of its players and volunteers above all else - we want to ensure that our organisation upholds the highest standards in providing a safe, secure environment for visiting players and host families. Here are some guidelines to help you have a successful experience:

- When possible a host family should billet two players from the same team. This may alleviate any apprehension a player may have staying with a host family.
- A player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender.
- Two players with more than a 2-year age difference should not share a bedroom. If this is unavoidable due to space in the home, a third person should be present, or the door should be left open at all times.
- No sexual contact will take place between visiting players and hosting players, the host family, or those who live with the host family.
- Transportation to and from sporting events will be overseen by the host athlete/family. Visiting players should not accept rides from anyone other than designated people.
- Please make your billet feels at home with good family hospitality.
- Provide your billet with necessary meals as required based on the scheduled games, practices and outings.
- Unauthorized “after hours” social functions are strictly forbidden. Players may only attend functions designated or authorised by the visiting team.
- If your visiting player does have permission to go out, give them a definite deadline by which to be home and know their whereabouts.
- Do not lend your billet money. Their team managers or they themselves are responsible for their pocket money.
- Do not lend your billet any motor vehicle
- Visiting players are expected to pay for any telephone calls
- If you have any questions or concerns, please contact the WVFHC Visiting Team Coordinator or the visiting team (see emergency information card).

2.2 Guidelines for WVFHC Billeted Players

- When billeted in someone's home, be polite and courteous at all times.
- Remember "please" and "thank you".
- Be considerate and offer to assist your hosts
- As a guest you are expected to follow the normal routine of your host family.
- Check and obey all house rules but do not be afraid to speak with your team coaches or your parents if you are unsure about anything.
- Always keep your hosts informed of your movements and if delayed unexpectedly, contact your hosts immediately.
- Do not borrow money or motor vehicles from your hosts.
- Ask before using the telephone unless it is an emergency situation.
- Remember that unauthorized "after hours" social functions are strictly forbidden. You may only attend functions designated by WVFHC.
- Remember: You are a guest in someone else's home!

Appendix 1: WVFHC VISITING TEAM CHECKLIST

VISITING TEAM INFORMATION	
Team Name	
Contact Person	
Cell Number	
Email	
Dates	
Details of team (eg age, gender, ability level)	

CHECKLIST		
<input type="checkbox"/>	Inform WVFHC administration that a travelling team is coming	Contact info@wvfhc.com
<input type="checkbox"/>	Request Rutledge field for specific date and time Clarify if visiting team or WVFHC is covering the field cost and insurance (always propose to the Visiting Team that costs for field rentals and umpires be shared 50:50)	Contact info@wvfhc.com
<input type="checkbox"/>	Request umpires for your game time (2 per game). Umpires will be paid cash at the start of game. - Clarify if visiting team or WVFHC is covering the cost of umpires (always propose to the Visiting Team that costs for field rentals and umpires be shared 50:50)	
<input type="checkbox"/>	Confirm a team: - Secure 14-16 players - Ensure you have a goalie - If you need help, contact the appropriate division	
<input type="checkbox"/>	Secure host families to billet visiting families: - Consult and follow the Billeting Policy - Distribute "Guidelines for WVFHC host families" to all participating families	See website for the policy and guidelines
<input type="checkbox"/>	If billeting, obtain all contact information: - Complete "WVFHC Hosting Family Info Form" for each participating family and keep on file - Complete and distribute "Emergency Contact Cards" for visiting players and host families	See website for appropriate forms
<input type="checkbox"/>	Create a schedule of events for host families and visiting players: - Confirm budget with touring team - Confirm any budget required from WVFHC with the relevant division - Organise any WVFHC-led activities (eg. pizza night, bowling etc) - Ensure that schedule is distributed to all players, coaches and host families	
<input type="checkbox"/>	Arrange for gift exchange	Contact appropriate division or GM
<input type="checkbox"/>	Secure WVFHC player uniforms	Contact Uniforms and Equipment Committee at info@wvfhc.com
<input type="checkbox"/>	Meet tour bus and introduce visiting players to host families	
<input type="checkbox"/>	Take team photos and game photos for posting on WVFHC website	
<input type="checkbox"/>	Have fun and make new friends!	

Appendix 2: WVFHC HOSTING FAMILY INFORMATION FORM

FAMILY INFORMATION	
Parent/Guardian #1	
Parent/Guardian #2	
Child and age	
Child and age	
Child and age	
Other occupants (please include relationship to family)	
Do you have any pets? (if so, please specify)	
Are there any smokers in the house?	

CONTACT INFORMATION	
Address	
Home Phone Number	
Cell Number	
Working Number	
Email address	

USEFUL INFORMATION	
Does parent/guardian #1 work outside the home? (if so, please specify occupation and whether it is full time or part time)	
Does parent/guardian #2 work outside the home? (if so, please specify occupation and whether it is full time or part time)	
Does parent/guardian #1 have a Criminal Record Check on-file with WVFHC?	
Does parent/guardian #2 have a Criminal Record Check on-file with WVFHC?	
Will the player being billeted have a bedroom of their own? YES / NO Please note that a player should not share a bedroom with anyone other than the hosting player, provided that the host is of the same gender and there is no more than 2 years age difference	

Signature of host family parent/guardian _____
 Name (please print) _____
 Phone _____
 Date _____

Please complete and return to the Visiting Team Coordinator or WVFHC GM

Appendix 3: Emergency Contact Information for visiting players and host families

EMERGENCY CONTACT CARD – Information for the Visiting Team*

Visiting Player #1 (Name) _____

Visiting Player #2 (Name) _____

Visiting Player #3 (Name) _____

Host Family's Name _____

Host Family's Phone Number _____

Host Family's Address _____

** Please provide to **Visiting Team Contact** once completed*

EMERGENCY CONTACT CARD – Information for the Host Family*

Billeted Player #1 (Name) _____

IMPORTANT MEDICAL INFORMATION:

Billeted Player #2 (Name) _____

IMPORTANT MEDICAL INFORMATION:

Billeted Player #3 (Name) _____

IMPORTANT MEDICAL INFORMATION:

Visiting Team Contact (Name) _____ (Cell #) _____

WVFHC Visit Coordinator (Name) _____ (Cell #) _____

** Please provide to **Host Family** once completed*