

**FINANCIAL POLICY
NATIONAL TEAM LEVIES AND OTHER OUTSTANDING ATHLETE
ACCOUNTS**

PURPOSE

The purpose of this financial policy is to outline for the national team athletes (“the athletes”) and those most directly working in the national team programs, the financial operating policies and procedures around outstanding national team athlete accounts.

SCOPE AND APPLICATION OF FINANCIAL POLICY

Any national team carded, non-carded or squad member named and participating in Field Hockey Canada’s national team indoor and outdoor programs.

This policy will apply to:

- Insurance
- National Team Levies
- Special team fees
- General Accounts Receivable

NOTIFICATION OF OUTSTANDING ACCOUNTS

Default in excess of 30 days past due date will trigger athlete notification.

The athletes will receive notification by email they have an outstanding account. This notification will be copied to *the National Team Coaches*.

The responsibility for payment and monitoring of their accounts rests with the athlete thus indicating non-receipt of the notification will not be considered a valid excuse for non-compliance with the policy.

Electronic mail is the normal method of communication with the athletes.

Any notification of outstanding accounts shall include the terms for payment.

For athletes receiving notification of an outstanding account for the first time or for an amount less than \$100, the notification will indicate the immediate payment (no more than 5 working days) of all outstandings, or a minimum of 50% of all outstandings and a request from the athlete for a deferred payment arrangement, acceptable to the National Office, for the balance.

For athletes receiving a notification for the second time and/or athletes that have defaulted on their payment arrangements, the terms shall be the immediate payment (no more than 5 working days) of all outstandings by certified cheque or money order.

For athletes persistently (more than 2 times) defaulting on their outstandings, and making little or no effort to pay their outstandings, they will be removed from the national team program. In the case of carded athletes Sport Canada will be notified that the athlete has left the program.

SANCTIONS FOR NON-COMPLIANCE FOLLOWING NOTIFICATION AND NON-PAYMENT

Non-compliance within 5 working days following notification of outstanding accounts, and the athlete will be suspended from all participation in the national team program (training and competition). *The sanction will include non-participation in FHC, provincial and club tournaments as well as other field hockey events until such time as the outstanding accounts are paid in full.*

The national office will notify the athlete *and National coaches* of the suspension.

Following receipt of payment, the national office will notify both the athlete and coach that payment has been received and the athlete may return to the program (training and competition).

National Team Coaches will not be expected to decide on, nor intervene in, sanctions or suspensions.

APPEALS

Appeals within FHC will be dealt with under the Field Hockey Canada Appeals Policy.

APPROVAL OF POLICY

This policy was approved by FHC on 25 January 2006. It will be reviewed every 2 years by the Board and may be amended, deleted or replaced by a resolution from the Board.