

APPENDIX G

FIELD HOCKEY CANADA FINANCIAL POLICY

UPDATED OCTOBER 1, 2017

National team levies and outstanding athlete accounts

1. PURPOSE

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

2. SCOPE AND APPLICATION OF FINANCIAL POLICY

Any national athlete (carded, non-carded, squad member, senior and/or junior) participating in Field Hockey Canada’s national programs.

This policy will apply to:

- a) Tour and Project fees
- b) Camp fees
- c) General Accounts Receivable

In advance of each national program component (tour, camp, training, etc) a communications package will be shared with all potential squad athletes who will be attending. This package will outline a number of items relevant for participation, and in particular, an outline of the financial responsibilities as a national team/squad member.

2.1 Tour and Project Fees

Fees for participation in national level programs and tours are set relative to the program budget prepared by the tour management team. Fees are invoiced to participating athletes on a cost recovery basis.

Invoices are distributed electronically, by e-mail, to the athletes with a payment plan for the program. Timely payment is necessary for the reservation of travel bookings and overall financial management of FHC.

A parent contact will be copied for all Junior Development athletes

2.2 Camp Fees

Camp fees are set by the camp management team and collected from the participants at the time of the camp.

3. PAYMENT SCHEDULE

Upon signing the athlete agreement, the athlete agrees to adhere to the financial policies of FHC. This includes timely payment of invoices as set out by the schedule of payments in the associated invoice.

Payments can be made to FHC as follows:

1. Interac e-transfer to invoices@fieldhockey.ca.
 - a) Please ensure FHC Finance office knows the answer to your security question.
2. Cheque by mail to:
3800 Westbrook Mall
Vancouver, BC,
V6S 2L9
3. Credit card: Payment by credit card is subject to a 2% service charge to cover charges incurred by the organization. Payment by credit card requires a completed authorization form which can be requested from invoices@fieldhockey.ca.

In the event an athlete is unable to make payment in accordance with the terms of the invoice, the athlete must contact the High Performance Manager or Field Hockey Canada designated staff member. The High Performance Manager or Field Hockey Canada designated staff member will review the request and consult with the Team Manager and Chief Executive Officer. An update must be provided to the National Coach so (s)he can provide any additional background information. It remains the clear objective of FHC to never place a National Team (junior or senior) athlete in a situation which causes undue hardship and/or negatively influences an athlete's ability to participate on the national team.

4. NOTIFICATION OF OUTSTANDING ACCOUNTS

Athletes will receive notification by email they have an outstanding account. This notification will be copied to the Chief Executive Officer. The responsibility for payment and monitoring of their accounts rests with the athlete. 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.

Notification of an outstanding account past due requires payment upon receipt. The notification will indicate the immediate payment (no more than 5 working days) of the outstanding 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 outstanding by certified cheque, Interac e-transfer to invoices@fieldhockey.ca or money order.

For athletes persistently (more than 2 times) defaulting on their outstanding, and making little or no effort to pay their outstanding, 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.

5. SANCTIONS FOR NON-COMPLIANCE FOLLOWING NOTIFICATION AND NON-PAYMENT

5.1 Active National Team/Squad Athletes

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, and for this time period, have their FHC membership revoked (training and competition). The sanction will include non-participation in FHC, provincial and club tournaments (Domestic and International) as well as other field hockey events until such time as the outstanding accounts are paid in full. A communication to the National Coach, home province and club (Domestic and International) will be provided within 24 hours of this decision. A suspension from Field Hockey Canada is also recognized by the FIH and thus, will be enforceable by member overseas National Associations. The suspended athlete will not be allowed to participate in any official sanctioned event worldwide.

Following receipt of payment, the national office will notify the *National Coach, home province and club (Domestic and International)* within 24 hours of this decision that payment has been received and the athlete's membership has returned to "good standing" and they may now participate in the program (training and competition).

National Team Coaches will not be expected to provide the initial communication, decide upon any portion of this process, nor intervene in, sanctions or suspensions.

5.2 Athletes who have left the national program and/or retired

The terms and conditions for athletes who have left the program and/or retired from the program remain the same as listed above in all aspects of communications, timelines and consequences.

6. APPEALS

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

