

FIELD HOCKEY CANADA

ATHLETE HANDBOOK

Revised October, 2018



CANADA

INTRODUCTION

Congratulations on your selection to the Canadian National Field Hockey Squad!

The following Athlete Handbook contains everything you need to know about being a Field Hockey Canada High Performance Athlete. It is important for you to read and understand the enclosed material. If you are unclear about anything, feel free to contact your National Team Athlete Representative, your National Team Coaches or your Team Manager for clarification.

Modifications may be made to the material described herein. Any changes to this Athlete Handbook will be communicated directly to you.

Periodically, Field Hockey Canada and National Team Coaches will communicate special notices by email to you. Email is the primary mode of communication for Field Hockey Canada. Please ensure the National Office has your current email address.

Nothing in the Athlete Handbook overrides the rules of Field Hockey Canada unless specifically noted.

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1.1 ABOUT FIELD HOCKEY CANADA

From grass roots to high performance, Field Hockey Canada (FHC) is working to develop and strengthen field hockey across the country, and to position our National Teams for World Cup podium contention in 2019 and beyond. As the National Sports Organization for field hockey in Canada, FHC works in collaboration with provincial and club members to provide programs and resources to support the field hockey community from the pitch to the podium.

We look at sport development across the entire spectrum - from grass roots to high performance - to thrive on the world stage. We believe that adapting and applying the same philosophy developed for our high performance model to all levels of play works to establish a culture of performance, technical proficiency, physiological excellence and mental toughness across the entire development spectrum.

We also believe that long-term development from the grass roots up is necessary to achieve consistent performance at the national level. At clubs and schools across Canada, new players are introduced to the game... at first in small, casual groups, and then with a team. As their passion for the game ignites, it is up to all of us to ensure there is a clear path on which they can grow and learn as individuals and athletes - a path that leads to both participation and competitive opportunities, and a broader community to which they can belong. Our game, our community.

The majority of FHC's funding for high performance programs comes from Sport Canada, a branch of the Canadian Identity Sector within the Federal Department of Canadian Heritage, Own the Podium and the Canadian Olympic Committee.

The FHC Board of Directors in collaboration with the Chief Executive Officer are responsible for the strategic planning and ongoing effective governance of the organization at all levels. The day-to-day operations of the High Performance programs are entrusted to the High Performance personnel, including National Team Coaches, managers and support staff.

Strategy 2020 is being implemented with the support of Sport Canada, Own the Podium and the field hockey community. Two key areas of the overall strategy:

- H. Development. Our priority is to develop a Long Term Field Hockey Development Pathway for athletes, coaches, officials, parents and volunteers. There are many entry points, and our goal is to provide navigation, training and support to everyone who would like to become involved.
- I. High Performance. The High Performance aspect of Strategy 2020 is focused on world-class performance and podium contention for Tokyo 2020 and beyond. Sport Canada and Own the Podium have provided significant financial support, enabling us to invest in: technical leadership and coaching, sport science and medical support, talent development, and a high performance training environment.

1.2 CONTACT INFORMATION

NATIONAL OFFICE MAILING ADDRESS

Field Hockey Canada
3800 Wesbrook Mall
Vancouver, BC,
V6S 29L

NATIONAL OFFICE ADDRESS

Field Hockey Canada
3800 Wesbrook Mall
Vancouver, BC,
V6S 29L

Chair, Board of Directors	Ian Baggott	ian@baggott.ca	BC
Executive Director		TBC	
Finance Manager	Bill Sulis	invoices@fieldhockey.ca	BC
Communication Manager	Kevin Underhill	kunderhill@fieldhockey.ca	BC
Men's Athlete Representatives	Jesse Watson	essey13@hotmail.com	BC
Women's Athlete Representative	Deb Whitten	dwhitten@sd61.bc.ca	BC

WOMEN'S NATIONAL TEAM STAFF

Head Coach, WNT	Giles Bonnet	gbonnet@fieldhockey.ca	BC
Assistant Coach, WNT		TBC	

MEN'S NATIONAL TEAM STAFF

Head Coach, MNT	Paul Bundy	pbundy@fieldhockey.ca	BC
High Performance Manager, MNT	Celia Plottel	cplottel@fieldhockey.ca	BC
Lead IST, MNT	Guy Robertson	grobertson@fieldhockey.ca	BC
Assistant Coach	Gregg Clark	coachclarkie@gmail.com	SA
Assistant Coach	Rob Short	rob@robshortcoaching.com	BC
Touring Manager	Kelly Vanry	kvanry@fieldhockey.ca	BC
Junior NEXT GEN Director	Hugh Purvis	hpurvis@fieldhockey.ca	Qu

1.3 ATHLETE COMMITMENT + DOCUMENTATION

A critical ingredient for high performance success starts with your commitment. This commitment is demonstrated by taking part in the high performance programs with a positive, professional attitude.

Listed below are the minimum requirements for participation in the FHC High Performance Program:

- Adherence to all FHC policies and procedures
- Sign and commitment to the FHC Athlete Agreement as approved by Sport Canada
- Follow the individual training programs and sport science/medicine testing protocol as determined by the National Coaches
- Participation in all national training camps and competitions
- Participation in all high performance program evaluations as requested

ATHLETE AGREEMENTS AND CARDING APPLICATION BOOKLETS

Carded athletes must sign and return the Athlete Agreement forms and the Carding Application form to the High Performance Manager or the designated Field Hockey Canada staff member to receive AAP financial support. Sport Canada will not issue carding cheques until they receive the signed applications and confirmation of signed athlete agreements from FHC.

NATIONAL SQUAD ATHLETE DATABASE AND PROFILE FORMS

FHC Athlete online profile forms must be completed as soon as possible when requested. This information is critical to the effective operation of the high performance programs, i.e., communication, media, training programs, etc.

CHANGE OF ADDRESS

Any change of address or contact information should be given to your High Performance Manager or the designated Field Hockey Canada staff member within two weeks of the change to provide effective communication with the athlete both from FHC and other partner organizations.

CANADIAN PASSPORTS

All athletes who wish to compete for Canada in major international events and Games must be a Canadian citizen. Please ensure that your passport is always up to date and any passport changes should be forwarded to your High Performance Manager or designated Field Hockey Canada staff member immediately.

1.4 ATHLETE FORM CHECKLIST

1. **All athletes** training with the Field Hockey Canada High Performance Program are required to complete the following forms:
 - ✓ Player Profile Form: <http://www.fieldhockey.ca/athlete-information/>
 - ✓ FHC Athlete Agreement
 - ✓ FHC Assumption of Risk (for minors, under the age of 19)
 - ✓ Release of Liability (19 years of age and older)
 - ✓ FHC Code of Conduct
 - ✓ FHC Anti-Doping Program – Athlete Contract

2. Sport Canada **Carded Athletes**
 - ✓ Sport Canada Athlete Assistance Program (AAP) Application Form
 - ✓ Athlete Assistance Program (AAP) Direct Deposit

3. Yearly e-Learning Courses or reviews with Canadian Centre for Ethics in Sport.
 - ✓ Athletes who have completed the courses previously will be instructed to complete a review.
 - ✓ Athletes signing up for the first time will be sent instructions for CCES sign up and course completion.

1.5 TRAVEL

TRAVEL RULES

- a) Athletes relocating to Vancouver from their permanent residences for training will not have their travel costs reimbursed.
- b) Athletes are responsible for covering all costs associated with participation in national identification camps regardless of their carding status.
- c) From time to time, domestic centralization of squad members will be necessary. Athletes will be given a minimum of eight (8) weeks' notice for all periods of centralization.
- d) Athletes are responsible for covering all costs associated with periods of domestic centralization regardless of their carding status.
- e) National program will cover the cost of transporting an athlete to and from a national team tour:
 - a. From their home province
 - b. From a location overseas if they are participating in a program sanctioned event (e.g.: overseas league play etc.)
- f) If athletes have approval from the national coach for participation in any additional activities (league play etc.) during a national team tour, the cost of the deviation, in its entirety, will be borne by the athlete.

FLIGHT INFORMATION

- a) Athletes should be prepared to pack gear in one checked bag (including sticks). Athletes will be responsible for any extra personal baggage or extra weight charges on personal baggage beyond 1 x 23 kg checked bag, except goalies, who are allowed two bags.
- b) Airlines have different rules for frequent flyers as well as specific routes – please contact the tour manager for baggage details and visit the airline web site to check the baggage allowance.
- c) Be prepared to help when asked to carry team luggage on board. Each tour is unique and the whole team is responsible for team equipment. Athletes are requested to assist.
- d) Flight deviations for tours cannot be made until the team has been named and the Head Coach approves. If athletes wish to change their ticket home from a tour they must contact the High Performance / Tour Manager, the travel agent and pay all deviation charges. Athletes are also required to provide their own off-shore insurance coverage for extended travel.

- e) If athletes wish to receive air mile points, the name on the airline ticket must match their passport name that should match the air mile plan name. Air mile plan information should be given to the National Office to forward to our travel agent to keep on file for future reference.
- f) All preliminary travel arrangements are done through the High Performance Manager or the designated Field Hockey Canada staff member in consultation with the National Coaches. E-tickets are e-mailed to the touring manager.
- g) In the event tickets are issued directly to the athlete, the e-ticket will be sent to the e-mail address appearing on the athlete's database unless otherwise instructed. **TICKETS MUST ALWAYS BE CHECKED ONCE RECEIVED IT; VERIFY THE ROUTING, NAME AND DATES.** Contact the High Performance Manager or the designated Field Hockey Canada staff member as soon as possible if there are any issues at all.
- h) Tickets are issued from the athlete's home city. If variations occur, any cost exceeding the amount from the athlete's home city is the responsibility of the athlete. If the ticket cost is less, the athlete will not be reimbursed.

1.6 OVERSEAS LEAGUES

- a) Athletes looking to participate in overseas leagues require the consent and endorsement of the National Coach to do so.
- b) Athletes agree to overseas league contracts do so with the understanding that their priority in the National Program and its associated commitments.
- c) Athletes understand that Sport Canada AAP funding is not guaranteed during overseas league play. Approval must be received by both the Head Coach and Sport Canada to continue receiving AAP funding while participating in an overseas league.
- d) Athletes playing in overseas leagues agree to make themselves eligible for all National Team tours and training camps with at least four (4) weeks' notice given for said tours, camps and domestic centralization
- e) Athletes while playing in overseas leagues, if selected, can expect to bear the full cost of a return flight in the following instances:
 - a. Identified Domestic selection camps.
 - b. Identified Domestic selection/identification events such as a National Championships.
- f) Athletes participating in overseas leagues are expected to submit a written or verbal report to the national coach on a monthly basis for the duration of their overseas commitment.
- g) Athletes must request a "No-Objections" certificate from FHC prior to participation in an overseas league. One e-copy will be kept at FHC and an e-copy will be provided to the International host club.

1.7 INJURY MANAGEMENT

YOUR HEALTH

- a) Please report any injuries immediately to the Head Coach. If you are injured, you are expected to be at practices unless you have had exemption from the Head Coach.
- b) Please ensure that your childhood vaccinations are up to date. It is also a good idea to get your Hep A and Hep B vaccinations or booster. It is your responsibility to maintain your immunizations records. The team doctor can answer your questions about this issue.
- c) Athletes injured to the extent that they are likely to miss two or more national team training sessions (regardless of whether they are training domestically or overseas) are expected to do the following:
 - i. Inform the national coach immediately
 - ii. See a qualified physiotherapist and/or sports medicine doctor to have the injury properly assessed
 - iii. Inform and coordinate as necessary with MNT or WNT lead physiotherapist and physician on return to play dates and any on-field restrictions

1.8 DRUGS + ALCOHOL

POLICY ON ALCOHOL USE

Field Hockey Canada discourages any regular alcohol consumption that can be identified with the National Team or groups of athletes from the National Squad.

FHC does not support any consumption of alcohol by minors.

BANNED DRUG AND SUBSTANCE ABUSE

If a medication for an athlete is required to treat an illness or condition falls under the World Anti-Doping Agency's Prohibited List, a medical exception may be given to the athlete authorizing the usage of the needed medicine. It is the athlete's responsibility to obtain a Therapeutic Use Exemption (TUE) for any prescribed medication that is on the prohibited list, an e-copy of the TUE to the medical staff and High Performance Manager or designated Field Hockey Canada staff member. Please refer to the CCES Website at <http://cces.ca/medical-exemptions> for more information about TUE's.

The Canadian Anti-Doping Program

As a member of Field Hockey Canada (FHC), the Canadian Anti-Doping Program (CADP) applies to you. It is important to know that by participating in activities sanctioned by FHC, you are subject to the CADP and, accordingly, may be selected for doping control.

The Canadian Centre for Ethics in Sport (CCES) is the custodian of the Canadian Anti-Doping Program (CADP), the set of rules that govern anti-doping in Canada. The CADP consists of several components such as in- and out-of-competition testing, education, medical exemptions, and the consequences of doping violations. The CADP is compliant with the World Anti-Doping Code and all international standards.

FHC has adopted the CADP which means that you can be confident that you are part of a world-class anti-doping program that is designed to protect athletes' rights and ensure a level playing field. FHC's anti-doping policy and code of conduct reflect and support the CADP.

While the CCES administers anti-doping for the Canadian sport community, you may also be subject to the rules of the International Hockey Federation (FIH). Learn more about [FIH's anti-doping policies and procedures](#).

Important Information

The CCES recommends that athletes take the following actions to ensure they don't commit an inadvertent anti-doping rule violation:

Doping Control

Review the sample collection procedures. <http://cces.ca/sample-collection-procedures>

Know your anti-doping rights and responsibilities. <http://cces.ca/athletes-rights-and-responsibilities>

Always comply with a testing request if you are notified for doping control. <http://cces.ca/sample-collection-procedures>

Prohibited Substances & Methods

Check all medications and products before taking them to ensure they do not contain ingredients that are banned in sport. <http://cces.ca/checkmeds>

Verify your medical exemption requirements. <http://cces.ca/medical-exemptions>

Learn about the doping risks associated with supplement use and how to minimize them.

<http://cces.ca/supplements>

News

[Sign up](#) to receive CCES media releases and advisory notes and get the latest anti-doping news.

Follow the CCES on social media:

Facebook: [@CanadianCentreforEthicsinSport](#)

Twitter: [@EthicsinSPORT](#)

Report Doping

Report doping activity. Call the hotline at 1-800-710-CCES or [fill in the online form](#).

Additional Resources and Information

Read more about the [Canadian Anti-Doping Program](#)

The [World Anti-Doping Agency](#) works towards a vision of a world where all athletes compete in a doping-free sporting environment.

Become a member of the [True Sport Movement](#) - a movement that is based on the simple idea that good sport can make a great difference.

Contact

For additional resources and more about anti-doping, please contact the CCES:

Email: info@cces.ca

Call toll-free: 1-800-672-7775

Online: www.cces.ca/athletezone

E-LEARNING COURSES FROM CANADIAN CENTRE FOR ETHICS IN SPORT

It is a Field Hockey Canada and Sport Canada requirement that all identified National Athletes complete e-learning courses (or review course) once a year. AAP funding will not be released until the courses are complete.

Athletes will be provided with the relevant information about completing the e-learning courses and reviews from the High Performance Manager or the designated Field Hockey Canada staff member.

From time to time information will be sent with updates from Canadian Centre for Ethics in Sport or our International Governing body (FIH). It is very important that athletes read and understand all forwarded information about anti-doping, banned list substances, compliance and their rights, as soon as it arrives.

1.9 SOCIAL MEDIA GUIDELINES

Social media (Twitter, Facebook, YouTube, etc.) is invaluable to amateur athletes – and we encourage you to engage fans, partner sport organizations and potential sponsors via social media platforms. It is important to remember that when you use social media – you do so as an elite athlete, member of Field Hockey Canada, and representative of Canada.

Local, national and international media are utilizing Twitter to connect directly to athletes – this means your Tweets are being used as direct quotes in news articles whether you like it or not.

Along with tracking Field Hockey Canada in the news, FHC monitors and promotes your social media channels.

The FHC Athlete Agreement explains that athletes must “at all times exercise self-control and show respect for peers, opponents, officials, spectators and volunteers” and “at all times be respectful, professional and responsible.” This applies to every tweet you share, status you update, and photo you post. Nothing you post is private – regardless of privacy settings.

THINGS TO KEEP IN MIND WHEN USING SOCIAL MEDIA...

- Your opponents love it when you identify any injuries or illnesses that you or your teammates may be experiencing – so best to avoid.
- Similarly, refrain from revealing the new technologies your team is utilizing to improve performance.
- Avoid comments that could be considered disrespectful or offensive to other nationalities and/ or cultures.
- Posting photos of you or teammates drinking alcohol is not responsible.
- Avoid words you wouldn't say in front of your grandmother. We are confident you can convey your message in less than 140 characters without dropping an f-bomb.
- Keep Tweeting and blogging! When it's done right - we love it, fans love it and sponsors love it.

Learn more about managing effective social media as an athlete...

- [“50 Twitter Tips for Division I Student – Athletes”](#)
- [“Professional Athletes on Social Media: Why Some Get Fans and Others Fines”](#)

If you have a question or concern regarding your social media practices, feel free to contact Field Hockey Canada's Communication Manager by e-mailing kunderhill@fieldhockey.ca

2.1 ATHLETE ASSISTANCE PROGRAM (AAP)

As a carded member of the National Team, you have access to some financial benefits you may not be aware of. The following information provides an overview of the AAP and describes the benefits you may be entitled to and how to go about applying for the support.

The following is a summary of the AAP support available to carded athletes in Canada. More detailed information can be found at <http://www.pch.gc.ca/pgm/sc/pol/athl/102-eng.cfm>.

WHAT IS THE AAP?

The Athlete Assistance Program (AAP), also known as carding, is a national-level program designed to contribute towards improving Canadian performances at major international sporting events. Funding is provided directly to athletes that have placed, or show potential to place, in the top 16 in the world.

The program is administered and funded by Sport Canada and they determine the number of cards allocated on an annual basis according to criteria relating to the program and our international results. Field Hockey Canada does not approve AAP funding for athletes, it makes nominations to Sport Canada, who has final approval on all AAP matters.

FINANCIAL BENEFITS:

Carded athletes are eligible for three types of AAP support.

1. Living and training allowance
2. Tuition and deferred tuition support
3. Special-needs assistance_

1. Living and Training Allowance:

- a) The amount of support received by a carded athlete varies depending on carding status.
- b) Senior cards receive a month allowance of \$1765.00. Developmental carded athletes receive \$1060 monthly.
- c) Payments are made only by direct deposit to your bank. They are paid in advance every other month.

2. Tuition and Deferred Tuition Support:

Through the AAP support, athletes can receive financial support towards a post-secondary education while being a carded athlete or can defer attending a post-secondary institution for up to five years from the last day of carding. **Even if you receive a few months of carding, you are still entitled to tuition support.** Normally, an athlete is entitled to 2 semesters of tuition support for each carding cycle they are carded up to the maximum stated limits. Should an athlete retire during the carding cycle, their tuition eligibility will decline.

In order to receive tuition support for a post-secondary education, an athlete must

- a. Be eligible to attend school at the post-secondary level to receive tuition support while carded or to defer tuition credits. For example, if an athlete is too young to be eligible for post-secondary education (a 16-year-old in high school, for example), the athlete would not

- b. be able to take advantage of the tuition support during that year of carding and would not be able to defer that year of tuition for later.
- c. Be able to meet all high-performance training and competitive requirements
- d. Attend a publicly supported educational institution in Canada
- e. Not be receiving a scholarship, athletic, or academic award designed to offset tuition fees

The maximum allowable tuition support is as follows:

- College/CEGEP/apprenticeship: 4 full-time semesters or equivalent
- University undergraduate degree: Normally 8 full-time semesters or equivalent
- University graduate degree: Normally 4 full-time semesters or equivalent
- University post-graduate degree: Normally 4 full-time semesters or equivalent

If an athlete is unable to attend post-secondary school or does not use all of their available tuition support while carded due to their involvement in sport, the athlete can defer their tuition support for up to five years from the last day of carding.

Athletes are allowed to defer a maximum of 10 courses (two full time semesters) for each year they are carded and eligible to receive tuition support, up to a maximum of 40 deferred course credits. For example, a carded athlete who attends school part time and takes four courses is eligible for six deferred tuition course credits for that carding year. If however, in the next carding year, the athlete takes eleven courses the remaining deferred tuition credits would be five course credits.

The AAP determines the monetary value of a deferred tuition credit based on the average cost of two full-time undergraduate semesters (in eligible programs at Canadian publicly supported universities) in the carding year for which the deferred tuition credit is awarded, divided by ten.

It should be noted, that when the athlete uses the deferred tuition credits, it may support few courses then it did when the credits were awarded. For example, it is possible that you may only be able to get 38 credits instead of the 40 it would have allowed you had you not deferred tuition.

Procedure:

- AAP supplies tuition vouchers to the NSO
- The NSO completes the appropriate section of the voucher
- The athlete completes the appropriate section of the voucher and gives it to the school
- The school fills out the appropriate section and lists the courses being taken
- The school sends the AAP an invoice along with a copy of the completed tuition voucher and a breakdown of incidental costs
- If the athlete paid for the tuition directly and needs to be compensated, the athlete must forward the AAP the original official receipt of payment along with the official list of courses in which he or she is registered, the fee for each course and the breakdown of incidental costs

Note: AAP pays for tuition expenses. The school will invoice the student for costs such as bus passes, parking fees, health fees, etc.

If an athlete has deferred tuition, then the athlete pays for the tuition fees and is compensated by AAP. To do this, an official transcript from the school along with a completed Deferred Tuition Form is submitted to the AAP. Once this information is received, the AAP will review the file and determine the number of tuition credits the athlete is eligible for. An original receipt of payment must then be submitted to the AAP at which time the athlete will be reimbursed up to the monetary value of the tuition credits the athlete is eligible for.

Special-Needs Assistance:

Generally, special-needs requests are considered only for athletes for whom AAP support is their primary or major source of income or for athletes who must relocate for sport purposes. All requests must be for the current carding year and is limited to a maximum of \$5,000 annually.

The following expenses are eligible for special-needs assistance: Child-care expenses:

- Maximum of \$1,000 annually
- Consideration will be given if an athlete must obtain baby-sitting services to attend approved training or competitions and no member of the family or other ongoing daycare service is available

Relocation expenses:

- Limited to one-half of actual transportation costs associated with relocation to a maximum of \$500 annually
- Limited to two moves during an athlete's career (home to training centre or training centre to home)
- Available when the NSO and AAP determines that a carded athlete must move to or from a single-sport National Team Training Centre

Retirement expenses

- Athletes who have been carded for a minimum of three years may receive some support for their adjustment to retirement.

Procedure:

- Athlete send their special-needs request along with original receipts to the NSO
- Athletes requesting child-care or retirement assistance will undergo an assessment of financial means
- NSO forwards request to the AAP
- AAP approves or denies the request. A request will be denied if the AAP determines that the athlete can adequately support the special-need for which he or she is requesting support for.

2.2 INSURANCE – All Sport

Insurance for Field Hockey Canada athletes is provided through All Sport Insurance.

If you are NOT a carded athlete but training and/or competing within a National Program, the applicable insurance policy is the same one you receive when you register with your club and/or Province.

Insurance for Carded Athletes:

If you are a carded athlete, you are entitled to an extended insurance policy at no cost. For carded athletes your insurance is for coverage in Canada only (i.e. you can't claim for physio expenses while playing for a club outside of Canada). Carded athlete insurance is divided in to two different categories - Sport Accident & Overuse Reimbursement Expenses. It is important to understand when and how to access coverage in each of these categories.

1. **Sport Accident:** This coverage is for an accident that occurs while you are playing or training within the National Program in Canada or abroad. An Accident Claim Form needs to be completed within 30 days of the accident, along with a physician's note:

<http://www.allsportinsurance.com/products/forms-applications.htm#athletic>

When you have filled in the form, All Sport can walk you through the process. They will be able to advise what you are eligible for. This insurance is for coverage beyond other personal insurance policies you might have (i.e. through school, through work, government).

If you suffer an accident email your High Performance Manager or designated Field Hockey Canada staff member.

2. **Overuse Injury:** No claim forms or physician's notes are required for overuse reimbursement expenses (except for Orthotic inserts). For the period of February 1 to January 31 of a given year, athletes can claim up to:
 - a. \$1,500 for physiotherapy, athletic therapy or massage therapy
 - b. \$1,500 for chiropractic treatment
 - c. \$500 for orthotic inserts. Referral is required.

To be reimbursed, simply e-mail the following information to Simone Bertoldo, Simone.Bertoldo@crawco.ca.

- Subject: Field Hockey Canada-National Athlete **ACL6457**
- Surname
- First Name
- Date of Treatment
- Type of Treatment
- Number of invoices. Everything must be attached.
- Total Claim being made in \$.
- Mailing address (where you want the reimbursement cheque mailed)
- Phone number
- A JPEG or PDF copy of receipts

Make sure you retain the original receipts as Allsport may ask for you to submit them at a later date.

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Additional Coverage:

National Athletes are only covered under Field Hockey Canada's All Sport insurance policy while they are playing and training with the national team. For personal travel, or while playing for another field hockey team/organization, athletes are advised to purchase personal medical insurance. To find out more about a variety of extended health insurance plans and travel insurance available to athletes you can visit the CSI website (<http://www.csipacific.ca/athletes/benefits/medical/>). If you are looking for additional travel insurance such as, trip cancellation, baggage insurance, lost or stolen property, etc., BCAA is a popular source. AthletesCAN has an extended health and dental policy that athletes can buy into.

<http://athletescan.com/programs-services/health-and-dental-plan/>

APPENDIX A

FIELD HOCKEY CANADA CODE OF CONDUCT AND ETHICS

REVISED January 26, 2015

**** This Code of Conduct and Ethics replaces all pre-existing alternate Field Hockey Canada Codes of Conduct and Ethics including those posted on the Field Hockey Canada website prior to January 26, 2015****

DEFINITIONS

1. In this Code, the following definitions shall apply:
 - a. the term, “Canadian Anti-Doping Program” shall mean the 2015 Canadian Anti-Doping Program, as administered by the Canadian Centre for Ethics in Sport, as may be amended or revised from time to time;
 - b. the term “Member” shall include the following:
 - i. any “Member” as defined in the Bylaws of Field Hockey Canada, as may be amended or revised from time to time (the “Bylaws”);
 - ii. any “Registered Participant” as defined in the Bylaws, including for certainty, all individuals employed by, or engaged in activities with, Field Hockey Canada, including, but not limited to, athletes, coaches, officials, volunteers, managers, administrators, directors and officers of Field Hockey Canada; and
 - iii. any individual referred in Part A, s. 4.3 of the Canadian Anti-Doping Program.

PURPOSE

2. The purpose of this Code is to ensure that all members of Field Hockey Canada adhere to common standards of personal conduct and commit to clear performance expectations in carrying out Field Hockey Canada business. Field Hockey Canada supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.
3. Conduct that violates this Code may be subject to sanctions pursuant to Field Hockey Canada’s *Discipline and Complaints Policy*.

APPLICATION OF THIS CODE

4. This Code applies to Members’ conduct during Field Hockey Canada business, activities, and events including, but not limited to, competitions, tournaments, matches, practices, tryouts, training camps, travel associated with Field Hockey Canada activities, and any meetings.
5. Conduct arising within the business, activities, or events organized by entities other than Field Hockey Canada (such as clubs, provincial associations, and affiliates) will be dealt with pursuant to the policies of these other entities unless requested and accepted by Field Hockey Canada at its sole discretion.
6. This Code also applies to Members’ conduct outside of Field Hockey Canada’s business, activities, and events when such conduct adversely affects relationships within Field Hockey Canada (and its work and sport environment) and is detrimental to the image and reputation of Field Hockey

Canada. Such applicability will be determined by Field Hockey Canada at its sole discretion.

BACKGROUND

7. Field Hockey Canada is committed to providing an environment that promotes equitable opportunities and prohibits discriminatory practices. Harassment is a form of discrimination that is prohibited by human rights legislation in each province of Canada. Harassment affects the life of many people and it is humiliating and degrading. Harassment undermines self-esteem and performance. It creates an intimidating, hostile or offensive environment for sport, recreation, and athletic activity. Harassment can diminish athletic performance, become a barrier to the full and fair participation in sport, and even result in complete withdrawal from sport. Field Hockey Canada will not tolerate any form of harassment and is committed to taking all necessary steps to ensure harassment does not occur at any Field Hockey Canada events.

RESPONSIBILITIES: ALL MEMBERS

8. Members have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of Field Hockey Canada members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, gender identity, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of field hockey and the spirit of those rules
 - b) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances
 - iii. Unwelcome remarks, jokes, nicknames, comments, innuendo, catcalls, whistles, or taunts
 - iv. Linking skills with gender or sexual orientation
 - v. Leering or other suggestive or obscene gestures
Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Joking; including practical, awkward, cruel, embarrassing, and that which endanger a

- person's safety or negatively affect performance
- vii. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - viii. Any form of hazing where hazing
 - ix. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - x. Unwelcome sexual flirtations, advances, requests, or invitations
 - xii.
 - xi. Physical or sexual assault
 - xii. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xiii. Retaliation or threats of retaliation against an individual who reports harassment to Field Hockey Canada
- c) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- d) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Field Hockey Canada adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and shall be subject to disciplinary action, and possible sanction, pursuant to Field Hockey Canada's *Discipline and Complaints Policy*. Field Hockey Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by Field Hockey Canada or any other sport organization
- e) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport of field hockey, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)

- f) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- g) In the case of adults, avoid consuming alcohol in situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with Field Hockey Canada events
- h) Respect the property of others and not willfully cause damage
- i) Promote field hockey in the most constructive and positive manner possible
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with Field Hockey Canada's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

RESPONSIBILITIES: BOARD/COMMITTEE MEMBERS AND STAFF

9. In addition to section 8 (above), Field Hockey Canada's Board Members, Committee Members, and Staff will have additional responsibilities to:
- a) Function primarily as a member of the board and/or committee(s) of Field Hockey Canada; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of Field Hockey Canada business and the maintenance of Member confidence
 - c) Ensure that Field Hockey Canada's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Field Hockey Canada
 - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
 - g) Keep informed about Field Hockey Canada activities, the provincial field hockey community, and general trends in the sectors in which it operates
 - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which Field Hockey Canada is incorporated
 - i) Respect the confidentiality appropriate to issues of a sensitive nature
 - j) Ensure that all Members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
 - k) Respect the decisions of the majority and resign if unable to do so
 - l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings

- m) Have a thorough knowledge and understanding of all Field Hockey Canada governance documents
- n) Conform to the bylaws and policies approved by Field Hockey Canada
- o) Ensure that as a condition of employment and/or volunteering that a police and vulnerable sector check for all Staff/Board/Committee members who link directly with minors, and/or a vulnerable population within all FHC programs and services is conducted and passed.

RESPONSIBILITIES: COACHES

10. In addition to section 8 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:

- a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
- b) Make distinctions between harassment and the use of discipline in training; whereby training involving touching or other physical contact shall only occur in an appropriate setting and only after verbal consent has been sought and received
- c) Be consistent in taking any corrective or punitive action without using derogatory slang, offensive terms, or harassment
- d) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
- e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
- f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
- g) Act in the best interest of the athlete's development as a whole person
- h) Respect other coaches
- i) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by Field Hockey Canada's *Employee Policies*
- j) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
- k) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco

- l) Respect athletes participating with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- m) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- o) Dress professionally, neatly, and inoffensively
- p) Use inoffensive language, taking into account the audience being addressed
- q) Ensure that as a condition of employment and/or volunteering that a police and vulnerable sector check for all Coaches who link directly with minors, and/or a vulnerable population within all FHC programs and services is conducted and passed

RESPONSIBILITIES: ATHLETES

11. In addition to section 8 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all games, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to play with a team for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to Field Hockey Canada's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators
- g) Dress in a manner representative of Field Hockey Canada; focusing on neatness, cleanliness, and discretion
- h) Act in accordance with Field Hockey Canada's policies and procedures and, when applicable, additional rules as outlined by coaches

RESPONSIBILITIES: OFFICIALS

12. In addition to section 8 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of Field Hockey Canada by agreeing to enforce and abide by national rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Conduct themselves openly, professionally, lawfully, and in good faith in the best interests of Field Hockey Canada, athletes, coaches, other officials, and parents
- g) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- h) Respect the confidentiality required by issues of a sensitive nature, which may include forfeits, discipline processes, appeals, and specific information or data about Members
- i) Dress in proper attire for officiating

COMPLAINT PROCEDURE

13. A person who experiences any of the behaviour prohibited by any section of this *Code of Conduct and Ethics* may submit a complaint under Field Hockey Canada's *Discipline and Complaints Policy*.

APPENDIX B

FIELD HOCKEY CANADA DISCIPLINE AND COMPLAINTS POLICY

REVISED SEPTEMBER 18, 2012

*** This Discipline and Complaints Policy replaces and supersedes all pre-existing alternate Field Hockey Canada discipline and/or complaints policies including those posted on the Field Hockey Canada website prior to September 18, 2012 ***

DEFINITIONS

1. The following terms have these meanings in this Policy:
 - a) *“Complainant”* – The Party alleging an infraction
 - b) *“Respondent”* – The alleged infracting Party
 - c) *“Parties”* – The Complainant, Respondent, and any other Members or persons affected by the complaint
 - d) *“Days”* – Days irrespective of weekend and holidays
 - e) *“Member”* - All categories of membership defined in Article 7.1 of the *Bylaws of Field Hockey Canada* as well as all individuals employed by, or engaged in activities with, Field Hockey Canada including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, directors and officers of Field Hockey Canada

PURPOSE

2. Field Hockey Canada is committed to providing a sport environment which is characterized by open and clear communication, honesty, fairness, and mutual respect. These values and ideals should guide all Field Hockey Canada communication and actions, and such conduct is in the best interests of all who participate in the sport of field hockey. Membership in Field Hockey Canada, as well as participation in its activities, brings many benefits and privileges. At the same time, Members and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Field Hockey Canada’s policies, bylaws, rules and regulations, and *Code of Conduct and Ethics*. Irresponsible behaviour by Members can result in severe damage to the integrity of Field Hockey Canada. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, Field Hockey Canada provides Members with the mechanism outlined in this Policy so that complaints are handled fairly, expeditiously, and affordably.

APPLICATION OF THIS POLICY

3. This Policy applies to all Members defined in the **'Definitions'** section of this Policy.
4. This Policy applies to discipline matters that may arise during the course of Field Hockey Canada business, activities, and events including, but not limited to, competitions, tournaments, practices, tryouts, training camps, travel associated with Field Hockey Canada activities, and any meetings.
5. Discipline matters and complaints arising within the business, activities, or events organized by entities other than Field Hockey Canada (such as clubs, provincial associations, and affiliates) will be dealt with pursuant to the policies of these other entities unless requested and accepted by Field Hockey Canada at its sole discretion.

REPORTING A COMPLAINT

6. Any Member may report any complaint to Field Hockey Canada's CEO. Such a complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of Field Hockey Canada. Legal counsel may be retained by the Complainant at the Complainant's own expense.
7. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of Field Hockey Canada. This decision may not be appealed.
8. Field Hockey Canada's CEO, Director or Officer may submit a complaint on behalf of Field Hockey Canada.

MEDIATION

9. Field Hockey Canada supports the options of mediation and facilitation as provided by Alternate Dispute Resolution (ADR). At any time in the Discipline and Complaints process, the Parties, by mutual agreement, may decide to pursue alternate dispute resolution.
10. Before any complaint proceeds to the formal stage, the dispute will first be referred to a Dispute Resolution Officer for review, with the objective of resolving the dispute via mediation.
11. The Dispute Resolution Officer shall decide the format for the mediation and determine a deadline before which the parties must reach a negotiated decision.
12. Should a negotiated decision be reached through alternate dispute resolution, it shall be reported to and approved by Field Hockey Canada and any actions that are to take place as a result of the decision shall be enacted on the timelines specified by the negotiated decision, pending Field Hockey Canada's approval.
13. Failing the resolution of the complaint through that process, or if either Party chooses to forego alternate dispute resolution, the complaint shall continue to be addressed under this Policy.

CASE MANAGER

14. Upon accepting a complaint and failing the resolution of the complaint through mediation, Field Hockey Canada's CEO will appoint an independent third-party Case Manager (On a case by case basis) who has sole discretion to determine whether the complaint is frivolous or vexatious, or if the complaint is potentially legitimate and involves either an incident classified as a minor infraction or an incident classified as a major infraction. The Case Manager is not required to be a member of Field Hockey Canada. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. The appointment of the Case Manager, the Case Manager's determination of the legitimacy of the complaint, and the Case Manager's classification of the incident are all not appealable.

15. The Case Manager shall decide one of the following:

- a) The complaint is frivolous or vexatious and shall be immediately dismissed
- b) The complaint is outside of Field Hockey Canada's jurisdiction; it shall be dismissed, and the Complainant shall be directed to the proper jurisdiction
- c) The complaint is potentially legitimate, and the incident shall be dealt with as a minor infraction
- d) The complaint is potentially legitimate, and the incident shall be dealt with as a major infraction

16. The Case Manager will inform the Parties if the incident is to be dealt with as a minor or major infraction and the matter will be dealt with according to the applicable sections of this Policy relating to minor or major infractions.

17. This Policy does not prevent an appropriate person having authority from taking immediate, informal, or corrective action in response to behaviour that constitutes either a minor or major infraction. Any infraction and resulting corrective action must be reported to Field Hockey Canada. Further sanctions may be applied in accordance with the procedures set out in this Policy.

18. A complaint may be withdrawn at any time; however, such a complaint may be continued by the CEO on behalf of Field Hockey Canada if Field Hockey Canada does not consent to the withdrawal of the complaint.

MINOR INFRACTIONS

19. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, Field Hockey Canada, or the sport of field hockey.

Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour
- b) Disrespectful conduct such as outbursts of anger or argument
- c) Conduct contrary to the values of Field Hockey Canada
- d) Being late for, or absent from, Field Hockey Canada events and activities at which attendance is expected or required
- e) Non-compliance with Field Hockey Canada's policies, procedures, rules, or regulations

20. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. The person in authority can be,

but is not restricted to being, staff, officials, coaches, organizers, or Field Hockey Canada decision-makers.

21. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).

22. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from Field Hockey Canada to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to Field Hockey Canada
- d) Removal of certain privileges of membership for a designated period of time
- e) Suspension from the current competition, activity, or event
- f) Any other sanction considered appropriate for the offense

23. Minor infractions that result in discipline will be recorded using the Incident Report provided as Appendix A. Incident Reports will be maintained by Field Hockey Canada at the national office. Repeat minor infractions may result in further such incidents being considered a major infraction.

MAJOR INFRACTIONS

24. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to Field Hockey Canada, or to the sport of field hockey. Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions
- b) Any incident of hazing
- c) Incidents of physical abuse
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
- e) Pranks, jokes, or other activities that endanger the safety of others
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
- g) Conduct that intentionally damages Field Hockey Canada's image, credibility, or reputation
- h) Disregard for Field Hockey Canada's bylaws, policies, rules, and regulations
- i) Intentionally damaging Field Hockey Canada property or improperly handling Field Hockey Canada monies
- j) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
- k) Any possession or use of banned performance enhancing drugs or methods

25. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Policy.

26. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy.

PROCEDURE FOR MAJOR INFRACTION HEARING

27. The Case Manager shall notify the Parties that the complaint is potentially legitimate and the incident shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.

28. The Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

29. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.

30. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

31. The Case Manager will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone, a hearing based on a review of documentary evidence, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
- b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- d) The Panel may request that any other individual participate and give evidence at the hearing
- e) The decision will be by a majority vote of Panel members

32. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the complaint in question and will be bound by the decision.

33. In fulfilling its duties, the Panel may obtain independent advice.

DECISION

34. After hearing the matter, the Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Field Hockey Canada. In

extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Panel.

SANCTIONS

1. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
 - a) Verbal or written reprimand from Field Hockey Canada to one of the Parties
 - b) Verbal or written apology from one Party to the other Party
 - c) Service or other voluntary contribution to Field Hockey Canada
 - d) Expulsion from Field Hockey Canada
 - e) Removal of certain membership privileges
 - f) Suspension from certain Field Hockey Canada teams, events, and/or activities
 - g) Suspension from all Field Hockey Canada activities for a designated period of time
 - h) Withholding of prize money or awards
 - i) Payment of the cost of repairs for property damage
 - j) Suspension of funding from Field Hockey Canada or from other sources
 - k) Any other sanction considered appropriate for the offense
2. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.
3. Major infractions that result in discipline will be recorded using the Incident Report provided as Appendix A. Incident Reports will be maintained by Field Hockey Canada at the national office.

INTERIM MEASURES PENDING A HEARING

4. Field Hockey Canada may determine that an alleged incident is of such seriousness as to implement interim measures pending a hearing and a decision of the Panel. Interim measures are not sanctions and they may take many forms including, but not limited to:
 - a) Imposition of conditions upon continued participation in Field Hockey Canada work or activities
 - b) Suspension from participation in Field Hockey Canada work or activities
 - c) Suspension of membership privileges

CRIMINAL CONVICTIONS

5. A Member's conviction for any of the following *Criminal Code* offenses, but not limited to, will be deemed a major infraction under this Policy and will result in expulsion from Field Hockey Canada and/or removal from Field Hockey Canada competitions, programs, activities and events upon the sole discretion of Field Hockey Canada:
 - a) Any child pornography offences

- b) Any sexual offences
- c) Any offence of physical or psychological violence
- d) Any offence of assault
- e) Any offence involving trafficking of illegal drugs

CONFIDENTIALITY

6. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

APPEALS PROCEDURE

7. The decision of the Panel may be appealed in accordance with Field Hockey Canada's *Appeals Policy*.

RECORD KEEPING

8. The CEO shall keep a secure record of every complaint filed under this Policy. The record shall contain all relevant documentation including:

- a) Copies of the complaint, response, and rebuttal (if applicable)
- b) Copies of any witness statements (if applicable)
- c) Contact information for the Case Manager and the Panel (if applicable)
- d) A description of the informal resolution of the complaint (if applicable)
- e) A copy of the written decision (if applicable)
- f) A description of the sanctions (if applicable)

APPENDIX C

FIELD HOCKEY CANADA APPEALS POLICY

REVISED SEPTEMBER 18, 2012

PREAMBLE AND PURPOSE

1. The purpose of this appeals policy is to enable disputes with members and participants to be dealt with fairly, expeditiously and affordably, within Field Hockey Canada (FHC), without recourse to external legal procedures.

DEFINITIONS

2. These terms will have these meanings in this policy:

- a) *Days* -- will mean total days, irrespective of weekends or holidays.
- b) *Member* -- refers to all categories of members in FHC as well as to all individuals engaged in activities with or employed by FHC, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel)
- c) *Appellant* -- refers to the Member appealing a decision
- d) *Respondent* -- refers to the body whose decision is being appealed.

SCOPE OF APPEAL

3. Any Member of FHC who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of anybody or individual who has been delegated authority to make decisions on behalf of the Board of Directors, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Paragraph 7 of this policy. Examples of decisions that may be appealed include but are not limited to those relating to eligibility, carding, harassment, team selection, discipline and entitlements and obligations under an athlete agreement or national team agreement.

4. This policy will not apply to decisions relating to:

- a) Matters of employment;
- b) Infractions for doping offences, which are dealt with pursuant to the *Canadian Policy on Doping in Sport* and the *Canadian Doping Control Regulations*;
- c) The rules of field hockey, which may not be appealed;
- d) Discipline matters arising during events organized by entities other than FHC, which are dealt with pursuant to the policies of these other entities; and
- e) Any decisions made under Paragraphs 6 and 9 of this policy

TIMING OF APPEAL

5. Members who wish to appeal a decision will have 21 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal and a summary of the evidence that supports these grounds, to the President of FHC (hereafter referred to as "Official").

6. Any party wishing to initiate an appeal beyond the 21-day period must provide a written request stating reasons for an exemption to the requirement of Paragraph 5. The decision to allow, or not allow an appeal outside the 21 day period will be at the sole discretion of the Official, and may not be appealed.

GROUND FOR APPEAL

7. Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- a) Making a decision for which it did not have authority or jurisdiction as set out in FHC's governing documents;
- b) Failing to follow procedures as laid out in the bylaws or approved policies of FHC; or
- c) Making a decision that was influenced by bias.

SCREENING OF APPEAL

8. Within 7 days of receiving the notice and grounds of an appeal, the Official will determine whether there are appropriate grounds for the appeal to proceed as set out in Paragraph 7. In the absence of the Official, a designate will perform this function.

9. If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Official, or designate, and may not be appealed.

APPEALS PANEL

10. If the Official, or designate, is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal the Official will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:

- a) The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
- b) The Official may designate one of the Panel members to serve as chairperson of the Panel. In the event the Official does not designate a Chairperson, the members of the Panel will select from themselves a Chairperson.

PRELIMINARY CONFERENCE

11. The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

- a) Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);

- b) Timelines for exchange of documents;
- c) Clarification of issues in dispute;
- d) Clarification of evidence to be presented to the Panel;
- e) Order and procedure of hearing;
- f) Location of hearing, where the hearing is an oral hearing;
- g) Identification of witnesses; and
- h) Any other procedural matter that may assist in expediting the appeal proceedings.

12. The Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Panel.

PROCEDURE FOR THE HEARING

13. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:

- a) The hearing will be held within 21 days of the Panel's appointment.
- b) The Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing.
- c) A quorum will be all three Panel members. Decisions will be by majority vote, where the Chairperson carries a vote.
- d) If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
- e) Any of the parties may be accompanied by a representative or advisor, including legal counsel.
- f) The Panel may direct that any other person participate in the appeal.

14. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.

PROCEDURE FOR DOCUMENTARY APPEAL

15. Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:

- a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument.
- b) The applicable principles and timelines set out in Paragraph 12 are respected.

APPEAL DECISION

16. Within 14 days of concluding the appeal, the Panel will issue its written decision, with reasons. The decision will follow this format:

- a) Issue to be decided
- b) Background to the case
- c) Statement of the facts
- d) Authorities considered
- e) Decision

f) Reasons for decision

17. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:

- a) To reject the appeal and confirm the decision being appealed; or
- b) To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c) To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
- d) To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.

18. The decision will be considered a matter of public record. A copy of the decision will be provided to each of the parties and to the Official.

19. In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Paragraph 17.

TIMELINES

20. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

LOCATION

21. The appeal will take place in the location designated by the Official, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

FINAL AND BINDING DECISION

22. The decision of the Panel will be final and binding on the parties and on all members of FHC, subject only to the provisions of FHC's policies relating to Alternative Dispute Resolution.

URGENT APPEALS

23. Where the appeal relates to a decision arising during a tournament or competition and must be dealt with on an urgent basis, notice of the appeal will be provided to the Tournament Director within 90 minutes of the decision being communicated to the Appellant.

24. Within 60 minutes of receiving the notice of appeal, the Tournament Director will appoint a Panel comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict. The Tournament Director will designate one of the Panel members to serve as Chairperson.

25. The Panel will hear and decide the matter using the following procedures:

- a) The hearing will be an oral hearing, held in private;
- b) The parties will be given 60 minutes' notice of the hearing, and may each be accompanied at the hearing by a representative;
- c) Quorum will be all three Panel members. Decisions will be by majority vote where the Chairperson carries a vote;
- d) The Panel may direct that any other person participate in the appeal;
- e) The Panel will render its decision, with reasons, verbally within 30 minutes of the conclusion of the hearing;

26. The Panel may, in its sole discretion, adapt such procedures and timelines to accommodate any unique, urgent or unforeseen circumstances during a tournament or competition, at all times ensuring that the matter is heard and decided in a timely and fair manner.

27. Where the appeal does not relate to a decision arising during a tournament or competition but is nonetheless of an extraordinary and urgent nature, upon receiving notice of the appeal the Official will respect the principles set out in this policy but may, in his or her sole discretion, adapt procedures and timelines to ensure that the appeal is heard and decided in a fair and timely manner.

APPROVAL OF POLICY

Reviewed and Revised: *REVISED SEPTEMBER 18, 2012*

APPENDIX D

NATIONAL TEAM PROGRAM ATHLETE ASSISTANCE PROGRAM (AAP) CRITERIA FOR NOMINATIONS FOR THE 2018 CARDING CYCLE *UPDATED OCTOBER 1, 2017*

1. GOAL

The goal of the Athlete Assistance Program (AAP) is to provide financial support to athletes to train and compete successfully for Canada at major games (Olympic, Commonwealth and Pan American), and at World Championships. Athletes who are nominated for funding, and who are approved by Sport Canada for AAP financial support are referred to as 'carded' athletes, and AAP funding is referred to as 'carding'.

2. CARDING QUOTA

Sport Canada has allocated the equivalent of 18 Senior Cards to the Men's National Team Program and 16 Senior Cards for Women's National Team Program for 2018.

3. DURATION OF AAP CARDING

The carding cycle for the Men's National Team is January 1, 2018 to December 31, 2018. Carding nominations will be announced by the National Coach within 24 hours of the review call with Sport Canada (for 2018, letters will be sent by December 24, 2017 by 6:00 pm PST). A national carding camp will be facilitated in Q4 of each year (October/November 2017) with mandatory attendance unless an exemption from the national coach is given based on individual circumstance.

The carding cycle for the Women's National Team is April 1, 2017 to March 31, 2018. Carding nominations will be announced by the National Coach within 24 hours of the review call with Sport Canada (for 2018, letters will be sent by March 24, 2018 by 6:00 pm PST). A national carding camp will be facilitated in Q4 of each cycle with mandatory attendance unless an exemption from the national coach is given based on individual circumstance.

4. AUTHORITY FOR NOMINATION DECISIONS

The National Coach has the full and sole authority to decide:

- The quota of Senior cards will be allocated into Senior and Development categories, based on the goals and objectives for the National Team Program in 2018;
- How many carding months are allocated to each player; it is not automatic for an athlete to receive a 12-month card. Athletes may be carded for a shorter period of time with possible extensions given based on the athlete's position on the depth charts and his ability to maintain the required fitness standards.
- Who will be nominated to receive Senior and Development cards;

Note that Field Hockey Canada does not approve AAP funding for athletes: it makes nominations to Sport Canada, who has final approval of all AAP matters.

5. ELIGIBILITY

To be eligible to be considered for AAP assistance, an athlete must:

- Be a registered member of Field Hockey Canada, in good standing with a provincial branch and Field Hockey Canada member club;
- Be in good standing with Field Hockey Canada;
- Not be under suspension or sanction by Field Hockey Canada or Sport Canada for any doping or doping-related offence;
- Be a Canadian citizen or permanent resident;
- Commit to sign any applicable Athlete Agreement as required by Field Hockey Canada and Sport Canada, including initialing every page.

In the event that the athlete is nominated for carding, he must continue to fulfill these conditions as well as any additional conditions contained in the Athlete Agreement.

It is acknowledged that an athlete may be selected to the Senior or Junior National Team but may not be nominated for carding.

6. CRITERIA FOR SENIOR CARDS

To be considered for a Senior Card, an athlete must:

- Be selected on the Senior National Team
- Achieve the following fitness standards: The expectation is that the standards are maintained throughout the carding cycle and failure to do so could result in an athlete being placed on probation and potentially de-carded.
 - Achieve a standard level on a Yoyo Test or equivalent test currently being used to determine aerobic endurance. Standard levels for the Yoyo Test are as follows:
 - Standard competition level: Men 2400 m. Women 1600 m.
 - Minimum eligibility level: Men 2040 m. Women 1360 m.
 - Goaltenders minimum level: Men 1360 m. Women 1000 m.
 - Athletes may be considered for carding if the minimum eligibility level is achieved but must reach the standard competition level within a period of time as prescribed by the National Coach. Athletes unable to meet the standard at the start of the carding cycle may nonetheless be nominated for carding at the discretion of the National Coach, provided the athlete achieves the required standards within a period of time prescribed by the National Coach
 - Additional physiological, psychological, and technical testing could be used, at the coach's discretion, to help develop a more complete profile of the athlete. There will be no minimum standards associated with these tests and they will not explicitly be used to grant or withhold entry into the Senior National or Junior National Team program

- Demonstrate through training and international competition that he has the ability, based on the selection criteria for the National Team, to play international hockey.
- Improve performance (technical, tactical, physiological, and psychological) at training and in international competition, as communicated by the national coach and based on ongoing testing, performance monitoring and post-competition evaluations.
- Participate in National Team Programs at the designated National Training Center or other identified location 6 days a week between the hours of 6am-11am and 4pm-9pm.
- Be available to play in all major events in the carding cycle including Olympic Games, Commonwealth Games, Pan American Games, Pan American Cups, World Leagues, World Cups and qualification tournaments, as applicable.
- Participate in the National Championships unless exempted by the National Coach
- Be available for all projects (with a minimum 1-month notice), in addition to major events as listed above, as defined by the national coach.

Athletes will be nominated for Senior carding on the basis on their ranking on the overall & by position Depth Chart. The Depth Charts will be based on the athlete performance, both in competition and daily training environment, as judged by the National Coach. The following elements will be evaluated:

- Technical competence
- Tactical ability
- Physiological capability
- Psychological capacity
- Program, Team & Training commitment
- Competition performance
- Program focus/requirements

7. CRITERIA FOR DEVELOPMENT CARDS

To be considered for a Development Card, an athlete must:

- Have been identified by the National Coach or national coaching staff as having demonstrated development potential through: performance in the National Development Program; at National Championships; at Field Hockey Canada domestic competitions; at national squad camps; at ongoing training sessions; or have been identified and recommended to the National Coach by Provincial Associations/clubs.
- Achieve the same fitness standards as indicated for senior cards. The expectation is that all standards are maintained throughout the carding cycle and failure to do so could result in an athlete being placed on probation and potentially de-carded.

- Additional physiological, psychological, and technical testing could be used, at the coach's discretion, to help develop a more complete profile of the athlete. There will be no minimum standards associated with these tests and they will not explicitly be used to grant or withhold entry into the National or Junior National Team program.
- Be available to participate in National Team Programs at the designated National Training Center or other identified location 6 days a week between the hours of 6am-11am and 4pm-9pm.
- Participate in year-round training programs and in periodic testing and monitoring as directed by the National Coach.
- If not available for centralized training due to academic or other reasonable commitments, be available to complete National Team Programs and compete in major competitive events as directed by the National Coach.

As with Senior carding, athletes will be nominated for Development carding on the basis of their position on the Depth Chart described in the senior carding criteria.

8. INJURY OR ILLNESS

Should an athlete who has been nominated for carding become injured or ill to the extent that the athlete cannot sustain high performance training for a period longer than 30 days, the athlete must immediately notify the National Coach. To continue to receive carding assistance, the athlete must obtain a medical doctor's diagnosis and prognosis for the athlete's return to high performance training and competition, and must supply a detailed, written rehabilitation and return-to-training plan, satisfactory to the National Coach and the Field Hockey Canada team physician.

- Timelines for rehabilitation may differ by athlete
- An athlete may not be considered for carding based on severity and / or history of injury or illness

An athlete who is eligible to be considered for carding and who is seeking carding, but who is injured or ill to the extent that he cannot fulfill the carding criteria described in this document may nonetheless be nominated for carding at the sole discretion of the National Coach. In exercising such discretion, the National Coach may require that the athlete supply a medical doctor's diagnosis and prognosis for recovery and may consult with the Field Hockey Canada team physician. It is anticipated that the National Coach will exercise his discretion in this manner only in very exceptional circumstances.

9. APPEALS

Decisions of the National Coach on AAP nominations may be appealed pursuant to the Appeals Policy of Field Hockey Canada and the applicable appeal provisions of Sport Canada's Athlete Assistance Program (AAP) Policies and Procedures (Section 13 – Appeals Policy)

<http://www.pch.gc.ca/pgm/sc/pol/ath/index-eng.cfm> .

APPENDIX E

FIELD HOCKEY CANADA 2018 NATIONAL TEAM SELECTION POLICY

UPDATED OCTOBER 1, 2017

The National Field Hockey Team is a group of players that represent Canada at International Competition and to whom Field Hockey Canada (FHC) provides training, competition, coaching and administrative support.

1. National Team Program Goal

To develop athletes and a national team capable of winning international matches. The performance of the National Teams and its members enhances the image of the sport, attracts members, provides sponsorship opportunities and inspires athletes within the sport to progress within the competitive system.

2. Objective of the Selection Policy

The objective of the selection policy is to outline a clear and fair process on how athletes are identified and selected to the national team.

3. Responsibilities of Field Hockey Canada, Coaches and Athletes.

Field Hockey Canada: to recognize the importance of having a sound team selection policy; the importance of communicating the selection criteria to athletes; and appropriate implementation of the policy.

Coaches: to be aware of the criteria performance to be evaluated and use their expertise and technical knowledge to support Field Hockey Canada in the development of clear and comprehensive team selection policies.

Athletes: to read team selection criteria carefully and immediately request further information from the coaching staff and Field Hockey Canada to ensure they clearly understand the requirements for team selection.

4. Eligibility for Selection

All participants that wish to be considered for selection must:

- a) Be a registered member of Field Hockey Canada in good standing with a provincial branch and a Field Hockey Canada member club;
- b) Not be under suspension or sanction by Field Hockey Canada or Sport Canada for any doping or doping related offence;
- c) Be a Canadian citizen or landed immigrant;

- d) Commit to sign any applicable Athlete Agreement as required by Field Hockey Canada

5. Talent Identification

National team talent identification and selection is an on-going process. Athletes with potential may be identified in the following manner;

- a) Performance at National Championships
- b) Performance at other domestic competitions
- c) Recommendations for High Performance Coaches
- d) National team selection camps and open try-outs

**The national coach shall have complete discretion in determining which athletes will be invited to national team try-outs.*

6. Overall Responsibility and Procedures for Team Selection

Selection decisions are the responsibility for the national coaches, where ultimate authority for selection rests with the national head coach. Conducting player assessments for the team selection involves weighing the needs of the team and the perceived relative strengths and weaknesses of the athletes in order to select a team deemed most appropriate to represent Canada. The player evaluations system considered by the national coaches to aid in the selection process can be found in *Section 17 – Player Evaluation System*. The coaches are free to assign different weightings to the importance of these factors in their decision-making process as they deem appropriate to the goal of fielding the best possible team. In making his/her selection, the national head coach, in consultation with assistant coaches, will have a high degree of discretion and flexibility.

7. Team Selection Criteria

In order to be considered for selection, athletes must:

- a) Meet and maintain the fitness requirements as determined by the national head coach *Section 18 – Fitness Requirement*.
- b) Sign and submit the current FHC/Athlete Agreement to the High Performance Manager or Field Hockey Canada designated staff member.
- c) Demonstrate commitment to winning medals at international competitions and Olympic Games
- d) Demonstrate commitment to the rigors of national team training and competition for example: travel, fitness, life-style, personal sacrifice etc.
- e) Exhibit the ability to adapt to new training environments for example: coaches, support, staff, venues etc.
- f) Show a positive attitude toward teammates the national team, coaches and the support staff and Field Hockey Canada.
- g) Comply with the Canadian Centre for Ethics (CCES), Athlete's Whereabouts, Doping Control and Doping Education.
- h) Demonstrate commitment to participating in injury reduction and management programs.
- i) Consistently perform in international competition at a level that impact on the team of its goal of winning medals.

8. Non-Compliance with Selection Criteria

The national head coach may remove an athlete from the national team at any time if they do not meet the provisions of the selection criteria. In order to remain on the national team, athletes must commit to the annual training and competitive programs as regularly outline by the national head coach. In regard to injuries, the national head coach may require a written injury report from team medial or para-medical personnel.

9. Appeals

Any athlete disagreeing with selection or non-selection by the national head coach can appeal in accordance with FHC's Appeal Policy, provided there are grounds for an appeal. *Refer to FHC Appeals Policy Appendix C of the Handbook.*

Athletes are encouraged to utilize all resources to help navigate solutions. Consider athlete representatives and/or the AthletesCAN Sport Solutions program as a first resource.

Appeals can also be brought directly to the Sport Dispute Resolution Centre Canada (SDRCC) on the consent of all parties and at the discretion of SDRCC.

10. Performance Readiness

Athletes being considered for team selection are to be cleared for training and competition by the team doctor.

11. Alternate Athlete/Substitutions

If one of the final athletes selected to the team is injured and does not received medical clearance and cannot perform to their maximum an alternate will be named.

12. Announcements

Fitness Requirements: Field Hockey Canada will announce the team fitness requirements annually at the carding camp. All national squad athletes will be notified of the requirements by the national head coach.

Team Selection: The announcement of the athletes selected to the team will be made on the said care as communicated by the national head coach. The final roster will be emailed to all athletes and posted to the FHC website.

13. Changes to this Document

Field Hockey Canada reserves the right to make changes to this document if necessary to ensure the selection of the best possible team. Any changes to this document shall promptly be communicated to the Canadian Olympic Committee (COC), all National Team Members and posted on the FHC website. Changes would only be made if required due to a typographical error or a lack of clarity in a definition or wording and would not be made to justify selection of different athletes that would have otherwise been selected.

14. Unforeseen Circumstances

Field Hockey Canada recognizes that in an effort to establish a policy that can be applied in most situations, extenuating circumstances may occur from time to time that the FHC could not have foreseen. Field Hockey Canada will assess the extenuating circumstances and in its expert opinion has the sole discretion to determine whether the circumstances submitted to them are to be considered extenuating and to rule on an appropriate course of action.

15. Coach Selection

The National Head Coach will be responsible for the selection of assistant and specialty coaches to ensure our athletes are well prepared to succeed at the highest international level.

16. National Team Selection Policy and Athlete Assistance Criteria (AAP)

While both documents hold the same content in areas, they should be referred to independently.

17. Player Evaluation System

Field Hockey Canada is continuing to fine tune our present player evaluation system to better determine objective player assessments and rankings. The development of this system is on-going and is used by the national coaches as a tool to aid in the selection process. The current evaluation system analysis athletes in 5 categories: technical, tactical, physiology, external considerations and performance. The following factors will be considered along with any other factors, which in the sole and absolute discretion of the national team head coach he/she deems relevant.

Technical and Tactical:

- i. A high standard and consistency in the execution of the basic skills at speed and under pressure. These skills include; hitting, pushing, dribbling, tackling, intercepting, receiving, possessing, scooping, marking, leading, eliminating and shooting.
- ii. Ability to apply skills to the game situation
- iii. Appropriate selection, decision-making and application of general and position specific skills in the context of the game.
- iv. Specific set play skills (PC hitter or drag flicker, defensive post player, etc)
- v. Ability to “read” and respond to game situations.
- vi. Ability to make correct decisions under pressure.
- vii. Understanding of individual, positional and team tactics.
- viii. The ability to play in more than one position

Physiology:

- ix. Aerobic and anaerobic fitness
- x. Ability to demonstrate power and quickness
- xi. Agility

- xii. Level of flexibility that allows for performance of advanced technique

External Considerations:

- xiii. Leadership
- xiv. Experience
- xv. Specialty
- xvi. Potential
- xvii. Commitment (team and training schedule)
- xviii. Program focus/requirements

Performance:

- xix. In international competitions and games
- xx. In domestic training and competition

18. Fitness Requirements

To be selected to the National Team, athletes are required to meet and maintain the fitness requirements as determined by the national coach. The following is an example of the fitness requirements. The levels and testing requirements are subject to change. Achieve a standard level on a Yoyo Test or equivalent test currently being used to determine aerobic endurance. Standard levels for the Yoyo Test are as follows:

Men's National Team:

- i. Standard competition level: 2400m
- ii. Minimum eligibility level: 2040m, Goaltenders minimum level: 1360m
- iii. Athletes may be considered for selection if the minimum eligibility level (2040m) is achieved but must reach the standard competition level (2400m) within a period of time as prescribed by the National Coach.

Women's National Program:

- iv. Standard competition level: 1600m
- v. Minimum eligibility level: 1360m, Goaltenders minimum level: 1000m
- vi. Athletes may be considered for selection if the minimum eligibility level (2040m) is achieved but must reach the standard competition level (1600m) within a period of time as prescribed by the National Coach.

Additional physiological, psychological and technical testing could be used at the coach's discretion, to help develop a more complete profile of the athlete. There will be no minimum standards associated with these tests and they will not explicitly be used to grant or withhold entry into the Senior National or Junior Team program.

*Notwithstanding the above, Head Coach reserves the right to assess talent that has been identified by any other means.

APPENDIX F

FIELD HOCKEY CANADA THE CANADIAN POLICY ON AGAINST DOPING IN SPORT

Update October 1st 2017

The Canadian Centre for Ethics in Sport (CCES) is Canada's national anti-doping organization. The CCES implements the Canadian Anti-Doping Program (CADP) on behalf of the Canadian sport community. By adopting and implementing the Canadian Anti-Doping Program (CADP), Field Hockey Canada demonstrates commitment to clean sport by agreeing to be bound by the CADP's core principles and fulfilling their defined roles and responsibilities. Furthermore, they reflect the Canadian sport system's support of international efforts to prevent doping made by the World Anti-Doping Agency (WADA), the International Olympic Committee (IOC), the International Paralympic Committee (IPC) and International Federations.

The CADP is a set of rules with respect to the use of prohibited substances and methods in sport adopted by national sport organizations (NSO) and multi-sport organizations (MSO) that serves to protect the integrity of sport and the rights of clean athletes.

The CADP is compliant with the [World Anti-Doping Code](#) (Code) and its five [International Standards](#) dealing with various technical areas along with their associated Technical Documents.

Field Hockey Canada including athletes, coaches, staff and support personal accept these rules as a condition of participation in sport and agree to be bound by these rules.

The current version of the CADP came into force on **September 1, 2017** and can be viewed online [Canadian Anti-Doping Program current version](#).

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, 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 Pol

