



# FIELD HOCKEY CANADA

<b>Policy Name</b> <b>NATIONAL TEAMS LEVIES AND FEES POLICY</b>		<b>Policy Category</b> <b>NATIONAL TEAMS</b>
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### 1. PURPOSE

The *National Team Levies and Fees Policy* provides the financial operating policies and procedures for athlete contributions to the national team programs, and the management of all outstanding national team athlete accounts.

### 2. PRINCIPLES

Field Hockey Canada (FHC) will:

- a. provide information about anticipated annual athlete levies and fees, including timing for payment, as early in the year as possible;
- b. be transparent about the projected costs of the national team program, and the different expected sources of funds, including athletes, to support the programs expenditures; and
- c. endeavour never to place a National Team athlete in a situation which causes undue hardship and/or negatively influences an athlete's ability to participate on the national team.
- d. require that all levy and fee payments owing must be received prior to an athlete participating in a program.

### 3. APPLICATION

This policy applies to all "national team program athletes" for any levies and fees charged to them as part of an FHC project budget. Levies and fees may be charged for but are not necessarily limited to:

- a. Tour Fees;
- b. Project Fees;
- c. Training Camp Fees; and
- d. General Program Support.

A "national team program" athlete includes all senior, junior, "next gen", indoor and masters athletes in both the men's and the women's national programs. National team program athletes may or may not be recipients of Sport Canada Athlete Assistance Funding. The lists of "national team program" athletes as pertaining to this policy will be announced each year, in accordance with each individual team program cycle. Groups of athletes may be defined as a squad prior to final teams being selected for events.

### 4. DEFINITIONS

**Fee** – A "fee" is the amount charged to and payable by all players invited to attend a training camp or travel on a tour.

**Levy** – A "levy" is a monthly charge payable by all athletes who are participating in an applicable national team program.

**Project** – "project" refers to any other national team activities not referenced as a tour, training camp or general program support element, including specialty coaches or other activities.



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### **5. COMMUNICATION FOR LEVIES AND FEES**

#### ***5.1 National Team Program Athlete Annual Levies and Fees Preliminary Schedule***

FHC will present the preliminary schedule of the anticipated National Team Program monthly levies and fees for planned program component as early as possible in the program year and include the anticipated schedule of payments.

National Team Program athlete monthly levies are set by the High Performance Director.

Fees for participation in national team program tours and projects are set relative to the program budget prepared by the FHC High Performance management team. The fee amount is confirmed when public funding and external funding sources and amounts are finalized.

#### ***5.2 Specific Tour, Camp and Project Fees***

A communications package will be shared with all potential squad athletes who are invited to attend each national program component, such as a tour, camp or project. The package will be sent out as soon as possible after confirming the event and include detailed information about the financial responsibilities of the athlete to participate in the tour, camp or project. This may repeat or update information previously published in the annual National Team Program Levy and Fees preliminary schedule.

A parent/guardian contact will be copied for any athletes under the age of majority in their province of residence.

### **6. LEVY AND FEES SCHEDULE AND PAYMENTS**

Every athlete involved in the FHC National Team Program must sign an "Athlete Agreement". In doing so, the athlete agrees to abide by all of the FHC Policies, including the requirement to adhere to the payment schedule published for all applicable national team program levies.

#### ***6.1 Monthly Levy Payment Schedules***

The monthly levy amount is set by FHC annually and is payable to FHC by the first of each month.

#### ***6.2 Tour, Camp and Project Fee Payment Schedules***

Fees are invoiced to participating athletes on a cost recovery basis. Invoices are distributed 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.

#### ***6.3 Making Levy and Fee Payments***



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FHC invoices are emailed to the athlete's contact address 30 days before payment due date and copied to a parent/guardian contact for any athletes under the age of majority in their province of residence.

Payments can be made to FHC as follows:

- a. Interac e-transfer to [invoices@fieldhockey.ca](mailto:invoices@fieldhockey.ca).  
*The FHC office must be notified of the answer to your security question.*
  
- b. Cheque by mail to: Field  
Hockey Canada 6111 River  
Road, Richmond, BC, V7C  
0A2  
*Put the athlete's name and applicable program component on the cheque.*

Credit Card payments are not accepted by FHC for national team program levies or fees at this time.

### **6.4 Alternate Timing Arrangements for Paying Levies and Fees**

In the event an athlete is unable to make levy or fee payments in line with the published schedules of payments and terms of an invoice, the athlete must contact the National Teams Manager or High Performance Director as soon as possible, outlining the situation and offering alternative timing for paying their levies or fees. The request for an alternate payment schedule will be reviewed by the High Performance Director. The applicable National Team and/or Program coach will be advised so that they can provide any additional background information.

In general, a levy or fee will not be waived or reduced for any athlete, although a revised payment schedule may be offered after the request is reviewed.

## **7. NOTIFICATION AND PAYMENT OF OUTSTANDING ACCOUNTS**

Athletes whose levy or fee is not received by the due date will be notified by email within 3 business days of any levy or fee not being received on time by the FHC office (and copied to parents / guardian for any athletes under the age of majority in their province of residence).

Meeting payment schedules is a critical responsibility of each athlete in the national team program. As levy payments are monthly, and fee payments schedules are published well ahead of a tour, project or camp, claiming non-receipt of an invoice or the subsequent notification of being in arrears is not a valid reason for FHC to set aside payment requirements.

Notification of an account past due will also provide the final date by which a payment must be received by the FHC office or the athlete risks their place in the program. Typically, athletes in arrears will have 5 business days from receipt of notification to make full payment of levies and/or fees owed to date. If that timeline cannot be met, the athlete should pursue remedy through 6.4 Alternate Timing Arrangements for Paying Levies.



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### **8. SANCTIONS FOR NON-PAYMENT OF LEVIES AND FEES**

#### ***8.1 Outstanding Monthly Levies***

If an athlete is 60 days or more in arrears for their monthly levy, they will be suspended from the National Team Program until such time as all owed levy payments are up to date. The athlete will be suspended from the national team program by the High Performance Director. Communication with the National Coach will be made immediately upon notifying the athlete. In the case of carded athletes, Sport Canada will be notified that the athlete has been suspended from the program. Athlete Assistance payments from Sport Canada may be lost to the athlete for part or all of the duration of the year.

#### ***8.2. Outstanding Tour, Camp or Project Fees***

Athletes who have not paid any tour, camp or project fee by the deadline provided who does not comply with Section 7 of this policy, will be removed from the applicable tour, camp or project and will not be allowed to participate.

#### ***8.3. Continued Failure to Pay Outstanding Levies and/or Fees***

Failure to bring all levy and/or fee payments up-to-date after 90 days may result in further FHC sanctions for non-compliance with FHC ***Code of Conduct Policies***. Any registered participant suspension will preclude participation in any FHC, provincial and club tournaments (domestic and international) training or competitions as well as other field hockey events until such time as the outstanding accounts are paid in full. The athlete's home province and club (domestic and International) will be notified at the earliest possible time of this enforcement.

The suspension of a registered participant by FHC is recognized by the FIH and thus PAHF, will be enforceable by all FIH-member National Associations. The suspended athlete will not be allowed to participate in any official sanctioned events worldwide.

Following receipt of all outstanding levies, any membership sanction that has been enforced will be reviewed.

#### ***8.4 Athletes Who Were Not Selected or Retired from the National Team Program with Outstanding Levies and/or Fees***

The monthly levy charge ends on the day that an athlete notifies FHC that they are retiring from the national team program, or the day that an athlete is told by the High Performance Director or National Team Coach that they have not been selected to continue in the national team program.

Any outstanding national team program levy or fee outstanding to Field Hockey Canada as of that date is still owed to the corporation even after an athlete is no longer part of the national team program. The individual will not be accepted as a registered participant in FHC until such time as full payment is received by FHC.



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### **9. NATIONAL COACH ROLE WITH NATIONAL PROGRAM LEVIES AND FEES**

National coaches will be kept apprised of all levy and fee amounts, payment schedules and requests for alternate payment timelines, and be involved as determined by the High Performance Director. They will also be advised if an athlete account is 30 and 60 days overdue.

### **10. APPEALS**

Appeals for any decisions made or penalties applied under this policy may be submitted in accordance with the FHC ***Appeals Policy***.