

Field Hockey Canada (FHC)
Volunteer Recognition Policy

Revised and Approved at April 13, 2010 Board Meeting

This Volunteer Recognition Policy has been created to formally recognize and thank the individuals who contribute their time and expertise to Field Hockey Canada. Volunteer contribution remains the cornerstone for FHC success.

Types of Recognition

The FHC recognition policy is comprised of five separate components, each clearly defined to provide effective and appropriate recognition.

1. Service Recognition -- individuals leaving FHC would be honored for their years of service with variations depending upon the role they played within the organization
2. Partner Recognition- to recognize the many partners, both public and private sector who provide support for Field hockey development in Canada
3. International Recognition (Volunteer)-- individuals representing Canada would be honored for their role, with variations depending upon the number of years and level of representation
4. Athlete Recognition – this area is focused on recognizing the number CAPS played by a an athlete
5. External Award Nomination -- nomination by FHC for appropriate external awards, e.g., Order of Canada, Canada Sport Awards, etc.

Guiding Principles

- Honor and recognize achievement and contribution to Field Hockey
- Celebrate the achievement/contribution
- Recognition must be appropriate to the level and type of contribution; and meaningful to the individual receiving the recognition

1. Service Recognition

Volunteer	1 Term	2 Terms	More than 2 Terms
President	Personal letter of thanks referencing role fulfilled in FHC, FHC memento and gift (max \$50)	Personal letter of thanks, FHC memento, and gift (max. \$100) and recognition at FHC AGM and Web Page	Personal letter of thanks, FHC memento and gift (max \$100)
Board of Directors	Personal letter of thanks referencing role fulfilled in FHC	Personal letter of thanks, FHC memento and gift (max. \$30) and recognition at FHC AGM and Web Page	Personal letter, FHC memento and gift (max \$50)
Committee Chair/Members/Work Units	same as above	Same as above and recognition at FHC AGM and Web Page and recognition at FHC AGM and Web Page	Personal letter, FHC memento and gift (max \$30)
Volunteer not related to a Committee/Work Unit but contributed in many different roles	Same as above	Same as above and recognition at FHC AGM and Web Page	
Hosting an FHC Event-Chair/Committee Leads	Personal Letter of thanks referencing role fulfilled on behalf of FHC; FHC/Event Memento awarded at event and/ or FHC AGM		

2. Partner Recognition

Partner Recognition	Annual Review	Quadrennial review		
Partner Recognition	To recognize a partner who has provided either ongoing support for the year and/or targeted support for an event- Letter of thanks from the FHC President and a FHC token of appreciation presented at the AGM and/or the event	To highlight and recognize those partners who have provided high levels of support to the field hockey community over the duration of the quadrennial- Letter of thanks for the FHC President and a FHC token of appreciation presented at the AGM, in addition to an article on the FHC website. Consider support for an external award such as the Canadian Sport Awards		

3. International Recognition

Volunteer Position	First Opportunity	2-3rd Opportunity	4 plus Opportunities
International/ Major Games Participants e.g. athlete, coach, judge, umpire	Personal letter of congratulations	Personal letter of congratulations and FHC memento	Congratulations Letter, FHC memento and gift (max \$50) Exception: Olympics - Rings (max. \$250)

4. Athlete Recognition

Athlete Recognition				
CAP Recognition	1 st CAP	100 th CAP	200 th CAP	300 th CAP
	Letter of congratulations from FHC and a FHC Cap	FHC plaque, small gift memento (max \$25)	FHC plaque, small gift memento (max \$50)	Letters of congratulations from national, provincial and club presidents, personalized gift selected by team mates
Retiring National Team Players	Letter from FHC President, National Team Coach, web page recognition, AGM recognition, competition event recognition and small gift (Amount tbd based upon length of time with the National Team)			

5. External Award Nomination

4.1 Coaching

CAC awards as announced

4.2 Officials

Intergroup Umpiring Award (Domestic and Elite)

4.3 Volunteer (National/Provincial)

Canadian Sport Awards

CAAWS- for volunteer leadership

Provincial- provide letter of support for Provincial nominations for those athletes, coaches, officials and volunteers who work at the National level and the provincial level

4.4 Athletes

Canadian Sport Awards