



Saskatchewan Field Hockey Association Procedure Manual

Table of Contents:

Policy

Bylaws/Constitution.....	2
Roles & Responsibilities.....	6-13
Duties of the Board of Directors.....	6
Duties of Staff Technical Director/Provincial Coach.....	12
Disciplinary Policy.....	14
Harassment Policy.....	21
Travel and Expense Policy.....	25
BINGO Policy.....	36
Dispute Resolution Policy.....	37

Grants

Athlete Assistance.....	45
Membership Assistance Program (MAP).....	54

Membership

Code of Conduct.....	56
----------------------	----

Saskatchewan Field Hockey Association Bylaws/Constitution

Eligibility for Membership

1. Any individual, club, school, or organization, interested in promoting the activities of the Corporation may apply for membership.
2. Any individual, club, school, or organization, declared not to be in good standing with the Corporation, or any associated organization, may be refused membership. The refusal of membership shall be approved at a general meeting and be effective for a term of one calendar year at any one time.

Membership

3. The membership fees for each class of members shall be prescribed by the Board of Directors subject to the approval by a vote of members at the next general meeting.
4. The term of membership will be from April 1 to March 31 of each year.
5. The payment of membership fees shall be a condition for voting at any general meeting of members, or for participation in any programs sponsored by the Corporation. Membership may be purchased on a yearly basis but it is only valid until the membership expires for the year.
6. An individual shall not be nominated to hold office as a director, or be nominated to participate in a representative team, who does not hold membership in the Corporation.

Voting

7. Voting at any meeting of members, or directors, shall be by a show of hands, except where a secret ballot is requested by at least one member.
8. Any two or more members at the meeting may supervise the ballot subject to the approval of the majority of members.
9. Non-voting members, or non-members, may be barred from the meeting, while voting is in progress.
10. An eligible member must be present at the meeting to vote (No Proxies).
11. An affiliated organization may nominate two members present at the meeting to exercise its voting power, provided written notice of such nomination signed by an official of the organization, is given to the secretary prior to the meeting.
12. A member must be sixteen (16) years of age or older to vote at an Annual General Meeting. If a member is under sixteen (16) years of age, a parent/guardian may carry the registered member's vote.

13. No By-Law, rule or decision by the Chair shall amend, or restrict, the voting privileges of any member who is in good standing with the Corporation.
14. The Corporation shall hold an Annual General Meeting of members at least once in each calendar year.
15. The Annual General Meeting shall be held in the City of Regina or Saskatoon in June of each year.
16. Notice of all Annual General Meetings of members shall be given to voting members at least one calendar month prior to the meeting.
17. The Board of Directors shall be elected at the Annual General Meeting.
18. A general meeting of members shall be held at the call of the President, or at the call of a majority of the Board of Directors, or at the call of a signed request by a minimum of twenty-five percent (25%) of the voting members. The secretary shall comply with any of the aforementioned requests for a general meeting and make the necessary arrangements.
19. Ten (10) members, or seven percent (7%) of the membership, whichever is the greater shall constitute a quorum at the meeting.
20. The auditor for the Corporation shall be appointed at the Annual General Meeting, subject to the appointment of another auditor by the Board of Directors, or by a general meeting of members, provided that written notice of leave to resign is given by the appointed auditor to the secretary.
21. The Vice-President (VP) Finance/Administration shall present an audited financial statement at the Annual General Meeting, or any general meeting called for that purpose. Failure to present an audited statement shall bar the VP Finance/Administration from holding office as a director for one calendar year from the date of the meeting.

Amendments

22. The constitution, as defined by the Articles of Continuance and the Schedules, may be amended, altered, or repealed in whole or in part at the Annual General Meeting provided that notice of intended change was given at a previous general meeting, and that such notice was subsequently sent in writing to all voting members one calendar month prior to the Annual General Meeting.
23. An amendment to the constitution or the bylaws may be initiated by any voting member provided that the proposed amendment shall be submitted in writing to the President seven (7) days prior to the Annual General Meeting.
24. The constitution or a bylaw may be amended, altered or repealed in whole or in part at an Annual General Meeting, subject to approval by at least seventy-five percent (75%) of the voting members present at the meeting.

Financial Matters

25. The funds of the Corporation shall at all times be placed in a bank, trust, or credit union account in the name of the Corporation.
26. The outgoing VP Finance/Administration shall ensure that authority for all funds, statements, and records are transferred to the incoming VP Finance/Administration no later than fourteen (14) days after the Annual General Meeting.
27. The VP Finance/Administration shall at all times cooperate to the fullest extent with the auditor, or any member appointed for auditing purposes by the Board of Directors.
28. The signing officers of the Corporation shall be the President, VP Finance/Administration, Secretary and the Technical Director.
29. All negotiable instruments must be signed by any two of the signing officers of which one must be the VP Finance/Administration.
30. The fiscal year of the Corporation shall be April 1 to March 31 of each year, to which the accounts shall be balanced and a financial statement prepared.
31. A director, officer, or member of the Corporation shall not make any financial commitment on behalf of the Corporation unless the commitment has been approved by the Board of Directors, and identified in the budget.

Program Management

32. The Board of Directors shall approve all appointments of salaried employees, coaches, course conductors, nominees to all committees, nominations of grant recipients, and nomination of members of representative teams.
33. All selection committees shall have a minimum of three members of the Corporation, one of whom shall be a director of the Corporation.
34. Representative team selections shall be recommended by a team selection committee, one of whom shall be the team coach.

Equipment

35. All equipment purchased by the Corporation, and on loan for use by the members, shall be returned to the appointed officer on demand.
36. The member borrowing the equipment has the responsibility to return the equipment in good condition, or pay the damages assessed by the appointed officer or VP Finance/Administration. The judgement of these officers with regard to the condition of the equipment shall be binding and final.

Good Standing

37. The Board of Directors shall formulate, and circulate to members, guidelines concerning code of conduct on the playing field and disciplinary procedures.
38. A member shall be considered not to be in good standing if declared by the Board of Directors, and subsequently confirmed by an Annual General Meeting, such action arising due to continued breach of the bylaws, misappropriation of equipment or funds, and under the terms of disciplinary procedures.

Directors and Officers

39. All officers of the Corporation, that are non-salaried persons appointed to an office of the Corporation, shall act in a manner which will maintain the good standing of the Corporation.
40. All officers of the Corporation shall discharge their duties with due integrity, and responsibility.
41. The Board of Directors, that is persons elected as directors of the Corporation, may appoint such other officers as required, and shall assign specific duties to them, and be responsible to monitor their assignments.
42. The Board of Directors may realign their responsibilities as required, subject to the assurance of carrying out all the responsibilities laid upon the Board of Directors by the bylaws.
43. If the President resigns, the VP Finance/Administration shall resume the office of President, and at the Annual General Meeting an election would take place for the President's position.
44. The board of Directors shall consist of the following officers of the Corporation:
 - (a) President
 - (b) Past President (ex-officio)
 - (c) Vice-President Finance/Administration
 - (d) Vice-President Communication
 - (e) Vice-President Sport for All
 - (f) Vice-President High Performance
 - (g) Secretary
 - (h) Athlete Representative Male
 - (i) Athlete Representative Female
 - (j) Member at Large (Maximum 2)
45. The Board of Directors shall meet a minimum of four times during their term of office. Absence by a director from three consecutive meetings shall, by a unanimous decision of the Board of Directors present, be notified as a resignation.
46. The directors and officers shall file a copy of all correspondence with the office.

Saskatchewan Field Hockey Association

Roles and Responsibilities

Duties of the Board of Directors

This body, representing the Saskatchewan Field Hockey Association, is the sole governing and representative body for Field Hockey in Saskatchewan, and as such is responsible to conduct the business, discipline and management of the sport of field hockey (subject to its bylaws and provisions of the Non-Profit Corporations Act) and to exercise all the powers of the Association within the province, and in representing the interests of field hockey in Saskatchewan at the national level.

It shall be responsible for:

1. The establishment of policies, practices and operating guidelines for field hockey in Saskatchewan.
2. The overall management of field hockey in Saskatchewan.
3. The authorization and approval for the salaries, expenses, hiring and dismissal of staff.
4. The approval and management of operating budgets of the provincial office, and all activities of the Saskatchewan Field Hockey Association.

It shall consist of:

1. President
2. Past President/Ex-officio
3. Vice-President Finance/Administration
4. Vice-President Communications
5. Vice-President Sport for All
6. Vice-President High Performance
7. Secretary
8. Athlete Representative Male
9. Athlete Representative Female
10. Members at Large (Maximum 2)

Working Bodies:

1. Administrative Committee
2. Development Committee
3. High Performance Committee
4. Discipline Committee
5. Finance Committee
6. Others as appointed periodically

1. President

- As the Chief Executive Officer of the Saskatchewan Field Hockey Association, it shall be their responsibility to demonstrate leadership qualities, show capability in organization and planning of policy and direction for the Board of Directors.
- Act as Chairperson for all Board Meetings.
- Act as ex-officio of all committees established by the Board of which the President is not an official member.
- Be the official representative of the Saskatchewan Field Hockey Association to:
 - a) Field Hockey Canada
 - b) Federal and Provincial Governments
 - c) International Field Hockey Association
 - d) Sask Sport, Sask High School Athletic Association
 - e) All organizations requesting the presence of a Saskatchewan Field Hockey representative.
- As the official representative of the Saskatchewan Field Hockey Association, they must attend, or cause a representative to attend, all meetings required of themselves.
- The President is responsible for coordinating the activities of the following:
 - a) Board of Directors
 - b) Appointed Committees
 - c) Salaried Personnel
 - d) Executive Committee
- Maintain a day-to-day knowledge of proceedings of the provincial office and carefully supervise its operations.
- Give direction to all officers, committee chairperson and employees and see to it that Saskatchewan Field Hockey Association policies appropriate to their areas of responsibility are being carried out.
- Approve and sign all official documents of the Saskatchewan Field Hockey Association.
- Be responsible for determining appropriate effective structures and processes within the organization for the continued well-being of the Association.
- Assign such duties, as from time to time, become necessary and which are essential to the conduct of the affairs of the Saskatchewan Field Hockey Association.

2. Past President/Ex-officio

- The primary role of the Past President/Ex-officio is to act as a member of the Board of Directors. The responsibilities of this position are to include the following:
 - a) Chairperson of the nomination committee for Board positions.
 - b) Long range planning (responsible for organization).
 - c) Continuous update of history profiles.

3. Vice-President Finance/Administration

- The role and responsibility of this position is to monitor, support, assist and liaise with the staff and advise Board of Directors in matters which concern the administrative and financial operation of the organization.
- Specific duties will include:

- a) Ensure policies, procedures and by-laws of the Saskatchewan Field Hockey are followed.
 - b) Update policy and procedure manual as required and prepare all by-law changes to be presented and voted on by membership at the annual general meeting.
 - c) Ensure that all these changes are properly recorded and communicated to the appropriate organizations in *i.e.*: *Sask Sport, Field Hockey Canada, etc.*
 - d) Participate in all meetings in regards to the preparation of the annual budget. Participate in any follow up reports and present this information to the Board for approval.
 - e) Ensure that monthly financial statements and budgets for tournaments and projects are prepared and presented to the Board of Directors at their regular meetings.
 - f) Ensure that the yearly audit is carried out in accordance to the Sask Sport guidelines.
 - g) If the President is unable to fulfill their duties or resigns, will assume responsibilities of the President until the Annual General Meeting.
- As Financial officer of the Saskatchewan Field Hockey Association, it shall be both their authority and responsibility to call for an accounting from any Saskatchewan Field Hockey Association member or employee who exceeds his budgetary responsibility. In such instance, the offender shall answer to the Board of Directors of the Saskatchewan Field Hockey Association. The Vice-President Finance/Administration shall also make recommendations to the Board of Directors and if requested, to the general membership regarding action to be taken in any such instance.

4. Vice-President Communications

- Be responsible for activities and initiatives that contribute to a better understanding of the objectives and policies of the Corporation, primarily amongst the membership.
- Develop a communication plan for the Corporation which will maintain a workable, effective communication structure for the Corporation.
- Develop membership services appropriate to each of the membership categories and ensure that these services are widely advertised and delivered.
- Co-ordinate the preparation and regular revision of media mailing lists.
- Work with the Vice-President High Performance to co-ordinate promotional activities related to the major National Championships we host.
- Be responsible for the development of promotional ideas that contribute to the enhancement of the public perception of both Field Hockey and the Corporation.
- Be responsible for overseeing the publication of the newsletter, web site and any other publications, brochures, posters or articles for Field Hockey.

5. Vice-President Sport for All

- The primary role of the Vice-President Sport for All shall be to administer, organize, develop, and direct the Saskatchewan Field Hockey Association development program along with committee members.
- Co-ordinate with the Technical Director, the development and implementation of elementary and high school programming.
- Co-ordinate along with Saskatchewan Field Hockey Association Board of Directors coaching development through the Saskatchewan Coaches Association and National Coaching Certification Program.

- Co-ordinate the official's development program.
- Assist the President as liaison to related associations, which effect the Technical program.
- Oversee the promotion and delivery of development programs including youth leagues, elementary school leagues and high school leagues.
- Ensure the planning for development of learning opportunities are undertaken for each age group.
- Liaise with the development committee, volunteers and other professional staff.
- To oversee leagues development and recreational programming.
- To submit Sport for All plan prior to completion of each fiscal year.

6. Vice-President High Performance

- The Vice-President High Performance is responsible for the elite programming of the Saskatchewan Field Hockey Association.
 - a) Oversee all programs and preparations for Provincial Field Hockey Teams (indoor and outdoor – men and women teams).
 - b) Oversee the selection process for the Provincial Athlete Assistance Program.
 - c) Chair athlete assistance committee.
 - d) Chair high performance committee.
 - e) Review the Saskatchewan Field Hockey Association competitive schedule and present it to the Board of Directors for approval.
 - f) Oversee the co-ordination of tournaments hosted in Saskatchewan.
 - g) Present progress reports to the Board of Directors.
 - h) Submit to the Board of Directors a High Performance plan for the upcoming year.
 - i) Present to the Board of Directors for considerations all major policies concerning the Provincial Team Program.

Circulate and receive applications for Provincial Coach, Provincial Team Managers, Assistant Coaches and, if necessary, other support personnel.

7. Secretary

- The primary role of the Secretary shall be to keep accurate minutes of all meetings of the association.
- To issue notices of all meetings of the Saskatchewan Field Hockey Association and of the Board of Directors.
- To keep accurate and up-to-date records of all members of the association, including those of all voting members.
- Be responsible for the Saskatchewan Field Hockey Association meeting calendar.
- Be responsible for all matters pertaining to legislation *i.e.*: *Constitution and by-laws, etc.*

8. Athlete Representative Male

- Assist with development and high performance areas of the Program.
- Assist with the selection of uniforms.
- Assist with the criteria for Athlete Assistance.
- Express views and direction of the Male Provincial Team Athletes.
- Assist with policy making for provincial teams.

Athlete Representative Female

- Assist with development and high performance areas of the Program.
- Assist with the selection of uniforms.
- Assist with the criteria for Athlete Assistance.
- Express views and direction of the Female Provincial Team Athletes.
- Assist with policy making for provincial teams.

9. **Members at Large** (Maximum 2)

- They will attend and participate in Board Meetings on a regular basis and have full voting privileges.
- They will be encouraged to attend committee meetings of their choice and participate fully in the discussion and decisions made by the committees.
- These positions provide an opportunity to an individual to gain a broad understanding of the Saskatchewan Field Hockey Association.

**ELECTIONS for
BOARD of DIRECTORS**

TWO (2) YEAR TERMS

ROTATION

EVEN YEARS ELECTED	ODD YEARS ELECTED
President	Vice-President Communications
Vice-President Finance/Administration	Secretary
Vice-President High Performance	Vice-President Sport for All
Athlete Representative Male	Athlete Representative Female
Members at Large (2) – <i>one year term</i>	Members at Large (2) – <i>one year term</i>

Duties of the Staff Technical Director/Provincial Coach

The employee has been hired to perform all roles and responsibilities pertaining to position of Technical Director and Provincial Coach of the Employer, the Saskatchewan Field Hockey Association (SFHA). These duties may be amended from time to time and include but are not limited to the following:

- Maintain and develop a working relationship with Field Hockey Canada (FHC). SFHA is a provincial sport organization (PSO) and must work to promote the sport of field hockey and our province at the provincial, national and international level;
- Develop and implement all provincial team programs throughout the year (i.e.: indoor and outdoor);
- Plan, recruit and execute for all competitive provincial team opportunities throughout the year(s) (i.e.: National championships; Western Canada Summer Games (WCSG) etc.);
- Develop and implement all league programs throughout the year (i.e.: youth, elementary, high school, adult leagues etc.);
- Promote and assist (where applicable) all SFHA tournaments and events;
- Develop a strategy for implementation of Zone Development initiatives;
- Deliver clinics (or delegate representative(s) as necessary) in order to establish a school league wherever possible;
- Maintain the operations of the SFHA office;
- Prepare and submit a monthly Staff Report to the Board of Directors for monthly Executive Meetings;
- Prepare and submit all funding applications and subsequent reporting requirements as necessary; and,
- Prescribe to the bylaws and policies agreed to by the membership and enforced by the SFHA Board of Directors.

Detailed Duties of: Technical Director/Provincial Coach

The position of Technical Director and Provincial Coach is comprised of three main areas of responsibility: Administration, Program Development & Coaching. The following provides a more detailed description of some of the specific duties.

Administration:

The Technical Director/Provincial Coach will manage the day to day operations of the Saskatchewan Field Hockey Association (SFHA) comprised of but not limited to the following tasks per the direction of the Board of Directors:

Banking: Make all deposits, manage term deposits and accounts.

Payment of bills: Pay all invoices and oversee all expenses.

Financial Reports: Assist the bookkeeper with all financial reports.

Budgeting: Prepare the annual budget and tournament/event budgets.

Grant Applications: Prepare and submit all grant applications and follow-up.

Continually seek out and explore more grant opportunities available to the association.

Audit: Work with the bookkeeper to ensure all information is submitted to the accountant for the annual audit.

Bingo: Apply for bingo license and maintain bingo accounts.

Executive Meetings: Plan (as required) and attend Executive meetings of the Board of Directors. Participate in Executive Committee Meetings as required.

Program Development:

The Technical Director/Provincial Coach will develop, in consultation with the Board of Directors, a strategic plan to promote the mission of our association: To develop and promote the sport of field hockey in Saskatchewan by providing inclusive opportunities through quality programs for all. The following programs currently exist to achieve this goal:

Mini Sticks;

Elementary, Youth and High School leagues;

Prairie Youth Games (PYG) – Under 14/16 programs;

Saskatchewan Games;

Provincial Tournaments;

Coaching Development through FHC programs; and,

Officiating Development through FHC programs.

Provincial Coach:

The Technical Director/Provincial Coach is responsible for all aspects of provincial team(s) development, programming and competition throughout the year. This includes but is not limited to:

Development and implementation of all indoor and outdoor programs;

Development and implementation of training and practice schedules;

Recruitment, identification, development and performance for all provincial team(s) opportunities throughout the year(s) (i.e.: National Championships, Western Canada Summer Games (WCSG) etc. when applicable); and,

Management of all team(s) preparations for events (i.e.: planning, budgeting etc.).

Saskatchewan Field Hockey Association Disciplinary Policy

Preamble

Saskatchewan Field Hockey Association (SFHA) is committed to providing a sport environment which is characterized by honesty, fairness and mutual respect. The SFHA believes that these ideals should guide all our communication and actions, and that such conduct is in the best interests of all who participate in the sport of field hockey.

Membership in the SFHA brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations. This Discipline Policy identifies the standard of behaviour which is expected of all SFHA members. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy. Membership shall be defined in accordance with the SFHA By-laws.

A. CODE OF ETHICS

Introduction

The following Code of Ethics has been developed to assist SFHA members in understanding and encouraging ethical behaviour on the part of athletes, coaches, volunteers and administrators. It is written as a series of principles followed by value statements that are examples of ethical behaviour.

Competence

To minimize opportunities for misunderstandings that may result in unethical behaviour, members shall maintain current levels of knowledge and practice in administering or playing field hockey in Saskatchewan.

- Members shall maintain a current knowledge of the rules of the game of field hockey, the constitution of the SFHA and the Code of Ethics of the SFHA.

Integrity

To ensure an environment of respect for the individual, members shall conduct themselves in a way that is both honest and honourable.

- Members shall not speak disparagingly anywhere, at any time, of any athlete, coach, official, administrator, program or association.
- Members shall acknowledge the authority of the officials appointed for the contest and treat their decisions with respect.
- Members shall observe and respect the local, national and international regulations under which Field Hockey contests in Canada and off-shore are conducted.
- Members shall show proper respect for opponents and spectators at all times.

Responsibility

To assure that justice is done and is seen to be done, personal responsibility shall be taken for organizational decisions and actions under the control of members.

- Members shall exercise self control and accept responsibility for their own behaviour.
- Members in positions of responsibility shall be accountable for decisions made by their subordinates and volunteers reporting to them.
- Members shall show proper respect for opponents and spectators at all times.

Justice

To assure fairness and justice, credible and legitimate reasons shall be established for any dispute or deviation from equal and just treatment for all members.

- Members to be disciplined under this code or other rules or regulations of SFHA shall be treated with respect, and the charges against them and their rights explained, by those administering the discipline process.
- Members raising issues of concern shall have their issues dealt with by those in authority in SFHA in a way that is in keeping with the principles of corporate and social justice.

Leadership

To ensure ethical, educational and technical guidance at all levels in SFHA.

- Members shall provide ethical, educational and technical guidance for those under their responsibility.

Equality

To ensure equal treatment for all members of SFHA:

- Members shall treat other members and all individuals with respect and dignity.

Co-operation

To ensure the enhancement of the sport in Saskatchewan:

- Members shall share resources and information with allied sport organizations in Saskatchewan where possible.

Glossary: "Members" includes athletes, coaches, officials, administrators and volunteers who are members of the Saskatchewan Field Hockey Association.

B. DISCIPLINARY PROCEDURE

All disciplinary situations involving **minor** infractions occurring within the jurisdiction of Saskatchewan Field Hockey will be dealt with by the appropriate SFHA Executive member, the President's designate or Tournament Technical Delegate, who shall apply sanctions in accordance with the guidelines contained in this policy. **Minor** infractions shall be reported using the Incident report attached as Appendix II to this policy.

All disciplinary situations involving **major** infractions occurring within the jurisdiction of Saskatchewan Field Hockey will be addressed by the SFHA, Disciplinary Committee. **Major** infractions shall be reported using the Incident Report attached as Appendix II to this policy.

The procedure for major infractions shall be as follows:

1. Upon receipt of an Incident Report indicating a breach of this policy, the Technical Director shall investigate and determine if further action is required. If the Technical Director decides that further action is required, the Technical Director will refer the matter to the Chairman of the Discipline Committee. The Discipline Committee will review the incident and if required will proceed to a hearing. If a hearing is required, the alleged offender shall be notified that there will be a hearing, and shall be advised of the procedures outlined in this policy.
2. The Disciplinary Committee shall hold the hearing as soon as possible, but not more than twenty-one (21) days after the Incident Report is received. As soon as possible, the Disciplinary Committee shall notify all concerned of the time, date and place for the hearing.
3. The Disciplinary Committee shall govern the hearing as it sees fit, provided the following principles are observed:
 - The individual being disciplined shall be given reasonable notice of the hearing;
 - The individual being disciplined may be accompanied by a representative and/or legal counsel;
 - The individual being disciplined shall have the right to present evidence and argument;
 - The hearing shall be held in private; and,
 - The Committee may request that witnesses to the incident be present or submit written evidence.
4. The Disciplinary Committee shall list its findings and determine appropriate disciplinary sanctions in accordance with the guidelines contained in this policy. The Disciplinary Committee's decision, with reasons, shall be communicated to the individual in writing and any disciplinary sanctions applied shall take effect as outlined in the decision.

Saskatchewan Field Hockey shall cover the incidental costs of any hearing before the Discipline Committee or an Appeals Committee, including telephone and fax charges, photocopying, travel (if required by the Committee), parking, etc. The individual appearing before the committee shall be responsible for any costs relating to his or her participation in the hearing, including any costs associated with legal counsel.

C. DISCIPLINARY SANCTIONS

1. The following disciplinary sanctions may be applied, singly or in combination, for **minor** infractions:

- verbal reprimand;
- written reprimand to be placed in the individual's file;
- verbal apology;
- hand-delivered written apology;
- team service or other voluntary contribution to SFHA;
- suspension from the current competition; and/or,
- other sanctions as may be considered appropriate for the offence.

2. The following disciplinary sanctions may be applied, singly or in combination, for **major** infractions:

- written reprimand to be placed in the individual's file;
- hand-delivered written apology;
- suspension from certain SFHA events which may include suspension from the current competition or from future teams or competitions;
- suspension of all SFHA or Sask Sport funding;
- suspension from certain SFHA activities (i.e. playing, coaching or officiating) for periods up to three years;
- suspension from all SFHA activities for periods of up to three years;
- expulsion from SFHA; and/or,
- other sanctions as may be considered appropriate for the offence.

D. APPEAL PROCEDURE

The Appeals procedure is open to all Saskatchewan Field Hockey members who have been assessed a disciplinary sanction.

The Appeal shall be placed in writing and must be accompanied by a \$50.00 deposit. The deposit shall be refunded if the Decision is reversed after the Appeal Hearing.

The Appeal Committee shall consist of the following members, none of whom have been involved in the disciplinary decision or have personal connections with the appellant:

- two (2) members as selected by the President from Saskatchewan Field Hockey's Executive Committee and/or Board of Directors; and
- one (1) member as selected by the appellant.

Within twenty-one (21) days of notification of a disciplinary sanction, a Notice of Appeal must be made by the appellant in writing, signed and accompanied by the required \$50.00 deposit fee. The Appeal documents must include the grounds upon which the appeal is based and state whether all or only part of the disciplinary sanction is being appealed. This Notice of Appeal must be sent to the President of Saskatchewan Field Hockey.

If the proper Appeal documents are not received within twenty-one (21) days of the notice of disciplinary sanction, the right to an appeal shall be withdrawn and the allegations shall be deemed admitted.

Within twenty-one (21) days of the receipt of the Notice of Appeal, the President shall name the Appeal Committee and notify the appellant of the time, date and place of the appeal. To the extent possible, the appeal shall be in person. However, it may take place via a conference call or teleconference if agreeable to all participants. The Appeal Committee shall consider written or verbal statements from the Disciplinary Official and/or the Disciplinary Committee. The appellant may also appear at the appeal in person or by representative to give support evidence as indicated on the Notice of Appeal. The hearing shall be governed by such procedures as the Appeal Committee sees fit, provided that the following principles are observed:

- the appellant shall be given reasonable notice of the hearing;
- the appellant may be accompanied by a representative and/or legal counsel;
- the appellant shall have the right to present evidence and argument;
- the hearing shall be held in private; and,
- the Committee may request that witnesses to the incident be present or submit written evidence.

Within five (5) days of concluding the appeal, the Committee shall issue its written decision, with reasons. The Committee may decide:

- to void, vary or confirm the decision being appealed;
- to make any decision it feels the Disciplinary Official or Disciplinary Committee should have made; or,
- to refer the matter back to the Disciplinary Committee for a new decision.

The decision of the Appeal Committee shall be final.

APPENDIX I

Examples of minor infractions:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, coaches, officials, administrators, spectators and sponsors.
- A single incident of being late for or absent from Saskatchewan Field Hockey events and activities at which attendance is expected or required.
- Non-compliance with the rules and regulations under which field hockey matches are conducted, whether at the local, provincial, national or international level.

Examples of major infractions:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, coaches, officials, administrators, spectators and sponsors.
- Repeated incidents of being late for or absent from Saskatchewan Field Hockey events and activities at which attendance is expected or required.
- Activities or behaviour which interferes with a competition or with any athlete's preparation for a competition, or which endanger the safety of others.
- Deliberate disregard for the rules and regulations under which field hockey matches are conducted, whether at the local, provincial, national or international level.
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively.
- Any use of alcohol by minors.
- Use of illicit drugs and narcotics.
- Use of banned, performance enhancing drugs or methods*.

* Field Hockey Canada and Saskatchewan Field Hockey adhere to the Canadian Policy of Penalties for Doping in Sport, endorsed by the Canadian Centre for Drug-Free Sport and Heritage Canada/Sport Canada.

APPENDIX II

CONFIDENTIAL

**SASKATCHEWAN FIELD HOCKEY ASSOCIATION
DISCIPLINARY POLICY**

INCIDENT REPORT

Date and Time of Incident

Name of writer _____ Position _____

Location of Incident _____

This Incident is a: Minor infraction Major infraction

Individual(s) involved: _____

Objective Description of Incident: (please be concise and accurate)

Name of any witness: _____

Signature of writer: _____ Date: _____

Saskatchewan Field Hockey Association Harassment Policy

Note: For convenience, this policy uses the term "complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "respondent" refers to the person against whom a complaint is made.

Policy Statement

1. The Saskatchewan Field Hockey Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.
2. Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada.
3. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

Application

4. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of The Saskatchewan Field Hockey Association. It applies to harassment which may occur during the course of all Saskatchewan Field Hockey Association business, activities and events.
5. Harassment arising within the business, activities and events of clubs, provincial associations or affiliates of The Saskatchewan Field Hockey Association shall be dealt with using the policies and mechanisms of such organizations.

Definitions

6. *Harassment* can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.
7. For the purposes of this policy, *sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - submitting to or rejecting this conduct is used as the basis for making decisions which
 - affect the individual; or
 - such conduct has the purpose or effect of interfering with an individual's

- performance; or,
 - such conduct creates an intimidating, hostile or offensive environment.
8. Types of behavior which constitute harassment include, but are not limited to:
- written or verbal abuse or threats
 - the display of visual material which is offensive or which one ought to know is offensive
 - unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, race, religion, sex or sexual orientation
 - leering or other suggestive or obscene gestures
 - condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - practical jokes which cause awkwardness or embarrassment, endanger a person's
 - safety or negatively affect performance
 - unwanted physical contact including touching, petting, pinching or kissing
 - unwelcome sexual flirtations, advances, requests or invitations
 - physical or sexual assault

Confidentiality

9. The Saskatchewan Field Hockey Association recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. The Saskatchewan Field Hockey Association recognizes that interests of both the complainant and the respondent in keeping the matter confidential.

Complaint Procedure

10. A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy.
11. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should contact the President.
12. Once contacted by a complainant the role of the President is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution.
13. There are three possible outcomes to this meeting between the complainant and the President:
- It may be determined that the conduct does not constitute harassment as defined in this policy in which case the matter will be closed;
 - The complainant may decide to pursue an informal resolution of the complaint, in which case the Sask Sport designated Harassment Officer, or a

third party as determined by the President, will assist the two parties to negotiate an acceptable resolution of the complaint; or

- The Sask Sport designated Harassment Officer shall inform the President of any complaints except those brought against the President, in which case the Past President shall be notified and an investigation shall be conducted.

14. Ideally, the Investigator should be a person experienced in harassment matters and investigation techniques outside of the organization. He or she shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the President.
15. Within 7 days of receiving the written report of the Investigator, the President, or delegate, shall appoint three persons to serve as a Panel.
16. At the discretion of the President, the investigation may be waived and a three person panel appointed within 7 days of receipt of a formal complaint.

Hearing

17. A Hearing shall take place in accordance with the process set out in The Saskatchewan Field Hockey Association's Discipline Policy, provided that:
 - The complainant and respondent shall each receive a copy of the Investigator's report.
 - Both parties shall be present at the hearing to respond to the Investigator's report, give evidence and to answer questions of the Panel.
 - The Investigator may attend the hearing at the request of the Panel.
18. As soon as possible but in any event within 21 days of the hearing, the Panel shall present its decision to the President, with a copy provided to both the complainant and respondent. This decision shall contain:
 - a summary of the relevant facts;
 - a determination as to whether the acts complained of constitute harassment as defined in this policy;
 - disciplinary action against the respondent, if the acts constitute harassment; and
 - measures, if any, to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
19. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their decision may direct disciplinary action against the complainant.

Discipline

20. When determining appropriate disciplinary action, the Panel shall consider factors

such as:

- the nature and severity of the harassment
- whether the harassment involved any physical contact
- whether the harassment was an isolated incident or part of an ongoing pattern
- the nature of the relationship between the complainant and harasser
- the age of the complainant
- whether the harasser had been involved in previous harassment incidents
- whether the harasser admitted responsibility and expressed a willingness to change
- whether the harasser retaliated against the complainant

21. In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- verbal apology
- written apology
- letter of reprimand from the organization
- a fine or levy
- referral to counseling
- removal of certain privileges of membership or employment
- demotion or a pay cut
- temporary suspension with or without pay
- termination of employment contract
- expulsion from membership

22. Both the complainant and respondent shall have the right to appeal the decision of the Panel, in accordance with the Saskatchewan Field Hockey Association's Appeal Procedure listed in the Disciplinary Policy.

Saskatchewan Field Hockey Association Travel and Expense Policy

- A. Employee Allowances
- B. Team Allowances
- C. Volunteer Allowances
- D. Accident Policy

A. Employee Travel Allowances

1. Travel within Regina

Policy

Travel and parking away from the office within the City of Regina is the responsibility of the Employee.

This policy means that the parking supplied by the Association for employees at the office at no charge should not be deemed a taxable benefit by Revenue Canada.

2. In -Province Travel

a. Vehicle

Policy

Employee use of privately owned vehicle on Association business outside Regina shall be authorized by the President or designate.

Employees are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on Association business, including licensing and insurance for business purpose. A *Certificate of Insurance* shall be provided upon request.

i. Rates for Private Vehicles

Allowance for travel on Association business using a privately owned vehicle shall be as follows:

- \$0.30 cents per kilometer from centre to centre

ii. Rates for Incidental Use

The allowance payable to employees authorized on an incidental basis to use privately owned vehicles for Association business will be as follows:

- **Vehicle Allowance**
 - Subject to a minimum of \$3.00 per day.
 - \$1.50 per hour (pro-rated for shorter periods) for actual usage to a maximum of \$6.00 per day or \$0.30 cents per kilometer, whichever is greater.

b. Lodging

i. Hotel/Motel

Actual and reasonable room charges anywhere in the Province up to and including \$100.00 per night (plus applicable GST & PST) will be allowed supported by a receipt.

Room charges in excess of \$100.00 per night (plus taxes) will be permitted under the following conditions:

- Where the hotel/motel is the only accommodation available in the location,
- Where the employee is in attendance at a conference and occupancy in a specific hotel/motel is part of the conference, or
- Where more than one employee occupies a single hotel/motel room and where the double occupancy rate exceeds the \$100.00 (plus taxes) per night rate.

Room charges in excess of \$100.00 per night (plus taxes) will be allowed when authorized by the President or Vice-President Finance in advance.

Employees are still expected to seek accommodations in the least expensive rooms of the hotel/motel they have chosen.

ii. Private Residence

An amount of \$15.00 per night will be paid for accommodation in private residences - no receipts necessary.

iii. Double Occupancy

If more than one person occupies a hotel room, the name of the other occupant(s) must be shown only when the amount claimed for SFHA Expense Statement purposes exceeds the “single rate” for the room; or if the room is shared by two or more employees.

c. Meals

i. Meal Rates

Actual reimbursement without receipts, not exceeding the following rates:

Per Diem	\$30.00
----------	---------

ii. Banquets

Arrangements for attending a banquet should be incorporated in advance in the budget for any given trip. Where a charge is incurred to attend a banquet, it may reduce the meal allotment for the trip (e.g. deduct \$10 from meal payment to cover banquet charge).

iii. Conventions and Work Related Conferences

Where attendance at a convention or conference has been approved by the President, or designate:

- The meal costs of employees attending conferences in Regina may be claimed if supported by receipts and approved by President or designate.
- Expenses at Association approved rates may be claimed when the convention or conference is away from Regina. These expenses must be claimed on an **SFHA Expense Statement**.

d. General Expenses

i. Parking

Employees working away from Regina and using either a rented or private vehicle may recover parking charges as follows:

- Hotel charged parking (included in bill).
- Parking supported with receipts.

ii. Telephone

Whenever possible, employees should call collect, charge the call to their Association's telephone number or utilize the Association authorized telephone credit (calling) card. If not possible, charges for business calls are allowable when supported by a receipt (if available) and providing the name of party called and reason for the call is provided.

iii. Other Expenses

Occasionally, employees will incur exceptional expenses in connection with the conduct of Association business. Such expenses shall be allowable if detailed on the Expense Form, supported by receipts and authorized by the President or Vice-President Finance.

iv. Traffic Tickets

Charges for traffic tickets for speeding, over-parking and other traffic offenses shall not be paid by the Association.

3. Out-of Province Travel Policy

All out-of-province travel must be approved by the Association Executive. Personal vehicles are not to be used outside Saskatchewan due to insurance and liability concerns. All employees traveling out of Saskatchewan are to use rented vehicles, buses or airline transportation booked through the Provincial Office, in the name of the Saskatchewan Field Hockey Association.

a. Lodging

i. Hotel/Motel

Actual and reasonable charges supported by receipts. Employees are encouraged to use businesses that have established competitive corporate rates or to request corporate rates for lodging wherever possible.

Room charges in excess of \$100.00 per night (plus taxes) will be allowed when rooms are reserved in advance and the excess has been approved by the President or Vice-President Finance.

b. Meals

i. Meal Rates

Actual reimbursement without receipts, not exceeding the following rates:

Per Diem	\$30.00
----------	---------

B. Team Allowances

1. Out-of Province Travel and Accommodation

a. Travel

Policy

All out of province travel must be approved by the Association Executive. Personal vehicles are not to be used for Team Travel outside Saskatchewan due to insurance and liability concerns. All coaches, managers and athletes traveling out of Saskatchewan are to use rented vehicles, buses or airline transportation booked through the Provincial Office, in the name of the Saskatchewan Field Hockey Association.

b. Non-Sanctioned Events

If coaches, managers, parents, athletes and/or volunteers choose to participate in Non-Saskatchewan Field Hockey Association sanctioned events they do so at their own risk. Participation in such events renders all Saskatchewan Field Hockey Associations policies and the extended insurance coverage null and void.

i. Rented Vehicle

All team travel of fifteen (15) team members or less are to use rented vehicles for travel outside of Saskatchewan. Vehicles are to be rented in the name of the Saskatchewan Field Hockey Association and the Association's *EnRoute* card is to be used for payment.

The EnRoute coverage defines rented vehicle as follows:

“a four-wheeled private passenger type motor vehicle, designed for travel on public roads, and rented from a licensed rental company anywhere in the world, for no more than 48 consecutive days. It does not include trucks, campers, trailers, four wheel drive vehicles when being used off normal paved or maintained road surfaces, recreational vehicles or motor vehicles propelling or towing a trailer or any other object, vans or mini vans designed to carry more than eight (8) passengers including the driver) or when the vehicle is used to carry, haul or transport any type of cargo or property or passengers for hire.”

In the case of - rented trucks for cargo or property, fifteen (15) passenger vans or travel off public roads – the optional Collision Damage Insurance offered by the rental company is to be used and not *EnRoute* coverage.

Insurance for Rented Vehicles

The following steps should be followed when renting a vehicle:

- The vehicle must be rented in the Saskatchewan Field Hockey Association's name.
- The vehicle cannot be taken outside the geographical area specified in the agreement. (You must carefully read the agreement to determine any territorial restrictions).
- Only authorized drivers may operate the vehicle. (Authorized drivers are those named in the agreement who are properly licensed to drive and who are 21 or over).
- The vehicle cannot be driven off public roads.
- The driver must not be under the influence of any alcohol or drugs.

The following persons are eligible for coverage under the Association's *EnRoute* card:

- Any **EnRoute** cardholder who charges the rented automobile in accordance with the terms of the rental contract and who, at the time of the rental, ***declines*** the optional **Collision Damage Insurance Waiver** (CDW) offered by the car rental agency;
- All additional drivers whose names appear on the car rental agreement contract.
- All drivers over twenty-one (21) or with permission by the rental company and the Association.

The cardholder will be reimbursed for sums paid for repair of damage or loss to the rented automobile due to collision, fire, theft or vandalism, up to the full value of the rented automobile provided:

- The rented automobile was paid for by an **EnRoute** card.
- The cardholder ***declined*** at the time of rental any optional Collision Damage Insurance offered by the car rental company.

Exclusions:

Insurance coverage **does not apply** to loss:

- Resulting directly or indirectly from any dishonest, fraudulent or criminal act by the cardholder;
- Resulting from forgery;
- Resulting from violation of the car rental agreement by the cardholder;
- Resulting from the cardholder being legally intoxicated or under the influence of any narcotic, unless prescribed by a physician;
- Resulting from intentional damage to the rented automobile by the cardholder;

Coverage also **does not apply** to:

- Damage or loss of personal effects in the rented automobile;
- Damage to tires, unless damaged by fire, malicious mischief or vandalism, or stolen, or unless the loss is coincident with and from the same cause as another loss covered by this policy;
- Damage which is due and confined to wear and tear, freezing, mechanical or electrical breakdown or failure, unless such damage results from the theft of the rented automobile;
- A rented automobile used to transport property or passengers for hire or compensation;
- Leases;
- Loss resulting from damage contributed or caused by insects or vermin or inherent vice or damage;
- If the car rental was free (i.e. obtained through a frequent flyer program or promotion).

ii. Buses

All team travel outside of Saskatchewan where two or more teams or more than thirty (30) athletes are traveling to the same designation and for the same time period for an event shall use buses booked through the Provincial Office of the Saskatchewan Field Hockey Association.

iii. Airline

All team travel outside of Saskatchewan where it is cost effective in time and money is to use airlines booked through the Saskatchewan Field Hockey Association Provincial Office. Payment is to be made through the Association *EnRoute* card on behalf of the Association for *insurance coverage benefits*, as well as *flight delay coverage*, *baggage delay coverage*, *loss and stolen baggage coverage* and including *air travel accident insurance*.

iv. Taxis

Where it is cost effective taxis may be used instead of rented vehicles with the prior approval of the President or Vice-President Finance. All taxi charges must be supported by receipts showing the details of each trip (*i.e. amount charged, date, location or description of departure and destination points*).

v. Parking

Team travel away from Saskatchewan and using either a rented vehicle or bus, may recover parking charges as follows:

- Hotel charged parking (included in bill).
- Parking supported with receipts.

vi. Telephone

Whenever possible, coaches and managers should call collect, charge the call to the Association's telephone number or utilize the Association authorized telephone credit (calling) card. If not possible, charges for business calls are allowable when supported by a receipt (if available) and providing the name of party called and reason for the call is provided.

vii. Other Expenses

Occasionally, coaches or managers will incur exceptional expenses in connection with the conduct of team business. Such expenses shall be allowable if detailed on the Expense Form supported by receipts and authorized by the President, Vice-President Finance or Director of Administration in advance.

viii. Traffic Tickets

Charges for traffic tickets for speeding, over-parking and other traffic offenses shall not be paid by the Association.

b. Lodging

i. Hotel/Motel

Actual and reasonable room charges anywhere out of the Province up to and including \$100.00 per night (plus applicable GST & PST) will be allowed supported

by a receipt. This is to be booked by Saskatchewan Field Hockey Association Provincial Office prior to departure.

Room charges in excess of \$100.00 per night (plus taxes) will be permitted under the following conditions:

- Where the hotel/motel is the only accommodation available in the location,
- Where the team is in attendance at a competition and occupancy in a specific hotel/motel is part of the competition, or
- Where more than one team member occupies a single hotel/motel room and where the double occupancy rate exceeds the \$100.00 (plus taxes) per night rate.

Room charges in excess of \$100.00 per night (plus taxes) will be allowed when authorized as per the Association Signing Authority.

Teams traveling are to have their accommodation booked through the Provincial Office. Teams traveling are still expected to seek accommodations in the least expensive rooms of the hotel/motel chosen.

ii. Double Occupancy

If more than one person occupies a hotel room, the name of the other occupant(s) must be shown on the receipt.

iii. Meal Rates

For coaches, managers, team staff, officials and approved staff accompanying the team will receive prior to departure a meal allowance as set out below:

Actual reimbursement without receipts, not exceeding the following rates:

Per Diem	\$30.00
----------	---------

C. Volunteer Travel Allowances

1. In-Province Travel

a. Vehicle

Policy

Use of privately owned vehicle by Volunteers on Association business outside Regina or outside their residential home shall be authorized by the President or designate.

Volunteers are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on Association business, including licensing and insurance including use of the vehicle for business purpose.

i. Rates for Private Vehicles

Allowance for travel on Association business using a privately owned vehicle shall be as follows:

- Gas receipts showing travel from centre to centre including date and license plate.

b. Lodging

i. Hotel/Motel

Actual and reasonable room charges anywhere in the Province up to and including \$100.00 per night (*plus applicable GST & PST*) will be allowed supported by a receipt.

Room charges in excess of \$100.00 per night (plus taxes) will be permitted under the following conditions:

- Where the hotel/motel is the only accommodation available in the location,
- Where the volunteer is in attendance at a conference and occupancy in a specific hotel/motel is part of the conference, or
- Where more than one volunteer occupies a single hotel/motel room and where the double occupancy rate exceeds the \$100.00 (plus taxes) per night rate.

Room charges in excess of \$100.00 per night (plus taxes) will be allowed when authorized by the President or Vice-President Finance.

Volunteers are still expected to seek accommodations in the least expensive rooms of the hotel/motel they have chosen.

ii. Private Residence

An amount of \$15.00 *per night* will be paid for accommodation in private residences – no receipts necessary.

iii. Double Occupancy

If more than one person occupies a hotel room, the name of the other occupant(s) must be shown only when the amount claimed for SFHA Expense Statement purposes, exceeds the “single rate” for the room; or if the room is shared by two or more volunteers.

iii. Other Expenses

Occasionally, volunteers will incur exceptional expenses in connection with the conduct of Association business. Such expenses may be allowable if detailed on the Expense Form, supported by receipts and authorized by the appropriate authority as per the Vice-President Finance, Director of Administration and/or President. The decision of the President will be final in all cases.

iv. Traffic Tickets

Charges for traffic tickets for speeding, over-parking and other traffic offenses shall not be paid by the Association.

D. Accident Policy

1. In-or-Out of Province

a. Rented Vehicle

Policy

In the event of damage to a rented vehicle driven by an employee, volunteer, coach or manager the driver shall make the following calls:

- If applicable, call the local police to report the accident or incident and obtain an accident report.
- Advise the car rental agency immediately.
- Call the Claims Administrator within 24 hours authorized by the rental company.
- Advise the Saskatchewan Field Hockey Association Provincial Office immediately – who will advise *EnRoute*.

Saskatchewan Field Hockey Association BINGO Policy

CREDIT SYSTEM

1. Each bingo worked will be worth 40 dollars which will be applied to the member's personal fundraising account. Money may be accumulated or "banked" and used only for field hockey expenses such as: Travel levies; Fees (membership, league, training, etc.); Courses (coaching, umpiring, etc.); Equipment (sticks, balls, gloves etc.); and, Miscellaneous amounts outstanding to Sask Field Hockey.
2. You must be a minimum of fourteen (14) years of age to work a bingo on behalf of SFHA.
3. Credits must be earned prior to being applied to any field hockey expenses.
4. Credits earned should be applied to any outstanding amounts owed first.
5. It is suggested that credits be used before cheques or cash for field hockey expenses (see rationale in #5).
6. Credits must be used within two years of being earned or they will be forfeited.
7. A use of credit form must be filled out and signed by the Technical Director/Provincial Head coach and the athlete.
8. SFHA reserves the right to put credit towards outstanding unpaid balances without approval.

SIGNUP PROCEDURE

1. Members should signup for bingos at least two weeks in advance through the office via e-mail or phone. All bingo dates and times are posted on our web site: www.saskfieldhockey.ca. The bingo coordinator should not have to call members.
2. Members may only signup for themselves to start. Guests will be put on a waiting list until one week before the bingo, at which time they may be added to the roster as space allows.
3. The bingo coordinator will make a final roster one week before the bingo, ensuring that the maximum number of volunteers (17) will be working.

NO SHOW AND LATE PROCEDURE

1. Members must give at least one week advance notice to the bingo coordinator if they are unable to work. They may send someone to work in their place as long as they inform the bingo coordinator.
2. 40 dollars will be deducted from the member's fundraising account for each instance of a no show. NOTE: If the member signed up for two spaces and both are no shows then two 40 dollars (80 Dollars) will be deducted.
3. Members who arrive late to work a bingo (more than 15 minutes past the stated time) or who leave early without the approval of the bingo coordinator will have 20 dollars deducted from their fundraising account.

Saskatchewan Field Hockey Association Dispute Resolution Policy

Table of Contents

Introduction

Policy

1. Dispute Resolution Bodies (Investigation Committee and Hearing Committee)
2. Misconduct
3. Referral and review of complaints and incidents
4. Investigation
5. Interim suspension of member
6. Acting upon the Investigator's report
7. Hearings
8. Procedure
9. Disciplinary Powers
10. Deference to Other Authorities
11. Time for Completion
12. Appeal to the Board
13. Effect of Expulsion or Suspension
14. Reinstatement
15. Conflict of Interest or Bias
16. Records and Use of Decisions
17. Rationale (Appendix A)

The Saskatchewan Field Hockey Association endorses the Sask Sport Inc. Dispute Resolution Policy Template as the process allows a person to a fair hearing before he or she may be disciplined by a corporation. This Policy Template provides a guide to suitable bylaws for discipline procedure (see Appendix A). The Saskatchewan Field Hockey Association has adopted the template and the following documentation outlines our Dispute Resolution Policy as it pertains to Saskatchewan Field Hockey Association.

1. Dispute Resolution Bodies

Two bodies will be appointed to resolve disputes, whether arising from allegations of harassment or other misconduct, team selection, employment or other issues.

1.1 Investigation Committee

- 1) The investigation committee is established consisting of a chairperson and such other persons as the chairperson may appoint.
- 2) The board shall appoint the chairperson of the investigation committee.
- 3) The chairperson may appoint members to the committee from time to time for the purpose of that appointee serving as investigator of a specific complaint.
- 4) Members of the hearing committee and members of the board are not eligible to be a member of the investigation committee.

1.2 Hearing Committee

- 1) The President of Field Hockey Saskatchewan, upon receipt of a report from the investigation committee which recommends that a hearing be conducted, shall appoint a hearing committee consisting of one or three persons.
- 2) Members of the investigation committee and members of the board are not eligible to be appointed as a member of the hearing committee.
- 3) If the President considers it appropriate to do so, the President shall appoint to the hearing committee a person nominated by each party to the dispute.

2. Misconduct

2.1 Any matter, conduct or thing, whether or not disgraceful or dishonourable, is misconduct if:

- 1) It is contrary to the best interests of Saskatchewan Field Hockey Association or of any participant (player, coach, official or spectator).
- 2) It is contrary to the bylaws of Saskatchewan Field Hockey Association.
- 3) It is contrary to any Code of Conduct established by Saskatchewan Field Hockey Association.
- 4) It is a failure to comply with an order pursuant to this dispute resolution policy by the President, the board or a hearing committee.

3. Referral and review of complaints and incidents

3.1 Complaints must be made to the President promptly and within the time guidelines set by policy of the board.

3.2 The President may extend the time for submission of a complaint notwithstanding the expiration of the time set by board guidelines.

3.3 The President shall refer the following matters to the chairperson of the investigation committee:

- 1) A complaint alleging that a player, team, coach, official, parent/guardian or spectator is guilty of misconduct.
- 2) On the request of the board, any incident in which misconduct may have occurred.
- 3) A complaint relating to team selection.
- 4) Any other request for resolution of a dispute arising from or relating to the activities of the organization.

3.4 The chairperson of the investigation committee may require that a complaint be stated in writing.

3.5 If the chairperson of the investigation committee is satisfied that the complaint is not valid or does not raise an issue of misconduct or is trivial, frivolous or vexatious in nature, the chairperson shall advise the complainant and thereafter shall take no further action in relation to that complaint.

3.6 Where the chairperson has not dismissed a complaint pursuant to 3.5, the chairperson shall appoint one or more members of the investigation committee as investigator of the complaint or incident.

3.7 The chairperson may appoint himself or herself as the investigator or as one of the investigators.

4. Investigation

4.1 The investigator shall:

- 1) Review the complaint or the request
- 2) Make such inquiries as necessary to determine the circumstances of the complaint or incident, which may include:
 - a) sending a copy of summary of the complaint to those named in the complaint, those making the complaint or to any witnesses with a request that they respond in writing to the allegations by a date set by the investigator;
 - b) communicating with or interviewing persons involved in the incident or whose conduct is the subject of the complaint; and,
 - c) communicating with or interviewing other persons who may have relevant information.
- 3) Extend the investigation to include misconduct in any other incident that comes to the attention of the investigator in the course of the investigation.
- 4) When practical to do so, encourage the parties to resolve the dispute directly.
- 5) With the agreement of the parties, arrange mediation of the dispute.

4.2 On completion of the investigation, the investigator shall make a written report to the President recommending:

- 1) That the President appoint a hearing committee to hear and resolve the dispute or to hear the charges, as the case may be; or.
- 2) That no further action be taken with respect to the matter investigated because:
 - a) the matter has been resolved between the parties,
 - b) no further action is warranted on the facts of the case.

4.3 The charge set out in a written report may relate to any matter disclosed during the investigation.

4.4 A report signed by a majority of the investigation committee is a decision of investigators

5. Interim suspension of member

5.1 In cases of alleged serious misconduct or if there is a risk of physical or emotional harm to other persons, the investigator may submit written reasons to the President recommending that, pending the outcome of an investigation, a player, team, coach, official, parent/guardian or spectator under investigation:

- 1) be suspended from participation or
- 2) be allowed to continue participation subject to conditions or restrictions.

5.2 Upon receiving the written recommendations of the investigator, the President shall:

- 1) If satisfied that continued participation is inappropriate in the circumstances, may order suspension of involvement in organization activities or impose other less restrictive conditions pending the recommendations of the hearing committee.
- 2) If satisfied that continued participation is appropriate in the circumstances, decline the recommendation of the investigator.

5.3 An order of suspension or the imposition of conditions on a member, pending the recommendations of the hearing committee, shall:

- 1) terminate 30 days after the date of the suspension or imposition of conditions, unless renewed or revised by the President upon a further written recommendation by the investigator.
- 2) be superseded by the recommendations of the hearing committee

6. Acting upon the Investigator's report

6.1 If the investigation committee recommends no further action on a complaint, the President shall provide a copy of the investigation committee's reasons for that recommendation to the person or person(s):

- 1) whose conduct is the subject of the complaint
- 2) who initiated the complaint

6.2 If the investigation committee is of the opinion that a hearing committee should be appointed, the President shall appoint a hearing committee.

6.3 The President shall report a decision not to appoint a hearing committee to the next meeting of the board.

7. Hearings

7.1 The hearing committee shall conduct a fair hearing of the charge or dispute reported in the investigation committee's report.

7.2 At the request of the hearing committee, the President shall communicate the time and place of the hearing and any other pertinent information to the parties.

8. Hearing Procedure

8.1 In disputes of a nature that the hearing committee considers to be minor, the hearing may be conducted in writing. The parties shall be:

- (a) informed that a hearing committee has been established;
- (b) informed of the charge or dispute to be heard;
- (c) provided with a copies of the dispute resolution policy;
- (d) invited, within a time specified by the committee, to make written submissions of any information or arguments relevant to the deliberations of the committee;
- (e) informed of the findings of the hearing committee;

8.2 If the hearing committee does not consider the dispute to be minor, the parties shall have a right to be heard in person:

- 1) At least 7 days before the date of the hearing the parties shall be:
 - (a) informed that a hearing committee has been established;
 - (b) informed of the charge or dispute to be heard;
 - (c) provided with a copy of the dispute resolution policy.
- 2) The hearing committee shall hear the charge or dispute and shall determine whether or not the accused is guilty of misconduct or rule on the issues in dispute.
- 3) Parties may be represented by legal counsel at their own expense.
- 4) There is to be full right:
 - a) to examine, cross-examine and re-examine all witnesses
 - b) to present evidence in defense and reply.
- 5) Where a party fails to attend the hearing, the hearing committee may proceed in his or her absence.
- 6) If, during the course of a hearing, the evidence shows that the accused may be guilty of misconduct different from or in addition to any misconduct specified in the charge, the hearing committee shall adjourn the hearing for any period that the committee considers sufficient to give the accused an opportunity to prepare a defence to the amended charge, unless the respondent consents to continue the hearing.

- 7) The hearing committee may accept any evidence that it considers appropriate and is not bound by rules of law concerning evidence.
- 8) The hearing committee may accept a record of a criminal conviction or the written reasons for a decision imposing discipline by any other organization as evidence of the conduct giving rise to the conviction or discipline.
- 9) On its own initiative or at the request of any party, the hearing committee may restrict the public from the hearing. The hearing committee shall exclude the public if the committee is of the opinion that an open hearing will unduly violate the privacy of any person.
- 10) The deliberations of the hearing committee shall be conducted in private, and no person who is not a member of the committee shall be present.

8.3 The hearing committee shall give written reasons for its decisions and for any discipline imposed.

Copies shall be provided to the parties and to the board.

9. Disciplinary Powers

9.1 Where the hearing committee finds a person guilty of misconduct, it may make one or more of the following orders, in writing:

- 1) An order that the person(s) be expelled from the organization
- 2) An order that the person(s) be suspended from the organization for a specified period
- 3) An order that the person(s) be suspended pending the satisfaction and completion of any conditions specified in the order
- 4) An order that the respondent may continue to participate only under conditions specified in the order
- 5) An order reprimanding the respondent
- 6) Any other order that the hearing committee considers just.

9.2 In making an order the hearing committee shall take into consideration:

- 1) The age, experience and maturity of the person(s)
- 2) The nature of the misconduct;
- 3) Any information which, in the opinion of the committee is reliable and relevant to the determination of an appropriate order, including:
 - a) previous misconduct of the respondent, regardless of whether or not that misconduct was the subject of discipline
 - b) the character of the respondent

10. Deference to Other Authorities

10.1 Where the President, chairperson of the investigation committee or the chairperson of the hearing committee believes that the person(s) whose conduct is being investigated may be guilty of a criminal offence, that person may refer the matter to an appropriate authority.

11. Time for Completion

11.1 The investigation, hearing and decision of the hearing committee shall be completed as soon as practical in the circumstances of the complaint.

11.2 The board may set time guidelines for any matters that the board considers appropriate, including the time for complaints to be made to the President, and the time for completion of steps in the hearing process.

11.3 In deciding an appeal from a decision of the hearing committee, the board may consider the failure to comply with time guidelines.

12. Appeal to the Board

12.1 A person(s) may appeal the decision or any order of the investigation committee or the hearing committee to the organization board by serving a written notice of appeal within 7 days of receipt of the decision or order where:

- 1) The member has been found guilty of misconduct by the hearing committee;
- 2) The person is subject to a discipline order;
- 3) The person(s) who initiated the complaint was advised that no further action would be taken.

12.2 The written notice shall state the grounds of appeal.

12.3 The President shall not participate in the hearing of an appeal.

12.4 No board member shall participate in the hearing of an appeal if:

- 1) The board member has a conflict of interest or is biased
- 2) If there is any reasonable basis on which it may appear that the board member may have a conflict of interest or may be biased.

12.5 The participation by a board member in any step of the investigation process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.

12.6 The participation by a board member in any step of the investigation or hearing process prior to the hearing of the appeal shall be deemed to create the appearance of a bias.

12.7 If all board members are unable to participate in the hearing, the board shall appoint a committee of not more than three persons to hear the appeal.

12.8 On hearing an appeal the board or the appointed committee may:

- 1) Dismiss the appeal;
- 2) Quash the finding of guilt;
- 3) Direct further inquiries by the investigation committee or appoint a new investigation committee to reinvestigate the matter;
- 4) Direct a new hearing or further inquiries by the hearing committee or appoint a new hearing committee to rehear the matter;
- 5) Vary the order of the hearing committee.

13. Effect of Expulsion or Suspension

13.1 When a person(s) is expelled or suspended from the organization pursuant to the policy, that person(s) is not eligible to serve any function within the organization or attend any organization activities.

14. Reinstatement

14.1 A person who has been expelled may apply to the board for reinstatement.

14.2 Subject to the bylaws, on receipt of an application of reinstatement the board shall review the application and, if in the opinion of the board the application disclosed information which may justify reinstatement, the board may investigate the application by taking any steps it considers necessary.

14.3 On completion of its review, the board may:

- 1) Where it is satisfied that the person's subsequent conduct and any other facts warrant reinstatement, direct that the person be reinstated under any terms and conditions that the board considers appropriate.
- 2) Refuse to reinstate the person.

15. Conflict of Interest or Bias

15.1 In the event that any member of either the investigation committee or the hearing committee, other than one nominated by the parties, has a conflict of interest or is biased, that person shall declare the conflict or bias and the President shall appoint a replacement.

15.2 In the event of a conflict of interest on the part of a board member, that member shall not participate in the decision of the board.

16. Records and Use of Decisions

16.1 The Saskatchewan Field Hockey Association shall maintain a record of all decisions of hearing committees and of all decisions of the board on appeal.

16.2 The hearing committee and board may consider the decisions of previous hearing committees and boards, but are not bound by the precedent.

16.3 Decisions of a hearing committee and decisions of the board on appeal are matters of public interest and shall be publicly available without disclosing the names of the individuals involved. Names of persons disciplined may be disclosed to the extent necessary to give effect to any sanction imposed.

16.4 If the committee or board decides that making the decision publicly available will unduly violate the privacy of any person, the committee or board may direct that the decision or part of the decision should be kept confidential.

16.5 Decisions resulting in termination of membership or in a suspension of membership rights for one year or longer shall be reported to the Dispute Management Office of Sask Sport Inc. who may provide information from the decisions to its membership, including the names of persons who have been the subject of the discipline.

Dispute Resolution Policy Template
Sask Sport Inc.
May 22, 2003

Dispute Resolution Policy

Introduction

Section 119 of *The Non-Profit Corporations Act* provides:

119 The articles or bylaws may provide that the directors, members or any committee of directors or members of a corporation have power to discipline a member or to terminate the membership interest of a member and, where the articles or bylaws do, the circumstances in which that power may be exercised and the manner of its exercise is to be set out in the articles or bylaws of the corporation.

A person is entitled to a fair hearing before he or she may be disciplined by a corporation. This policy provides a guide to suitable bylaws for discipline procedure. Each organization should ensure that its bylaws provide for a fair hearing in the event that discipline is necessary.

This policy calls for two committees to be established:

The responsibilities of the **Investigation Committee** are:

- (a) To gather information relating to disputes;
- (b) To take any practical steps that may to resolve disputes without the need for a hearing; and,
- (c) When a hearing is necessary, to fairly present all relevant information to a hearing committee by means of evidence acceptable to the hearing committee.

The responsibility of the **Hearing Committee** is to provide a fair hearing.

Characteristics of a fair hearing include:

- (a) Notice of the hearing;
- (b) Knowledge of the case to be met;
- (c) A right to hear or see all information provided to and considered by the arbitrator;
- (d) An opportunity to provide information and arguments;
- (e) If an oral hearing is conducted (rather than a hearing based solely on written submissions and documents), the right to question witnesses;
- (f) Unbiased arbitrators who will hear and consider all relevant information.

Organizations should consider the need to obtain legal advice in preparing bylaws suitable for their needs.

Athlete Assistance Application

A. Information

Name: _____ Date: _____
Address: _____ Birth Date: ____/____/____ M/D/Y
City: _____ Occupation: _____
Postal Code: _____ Telephone (Hm & cell): _____
E-mail _____

Deadline: June 30th, 2007 ---5:00 p.m. Mailed or dropped off to SFHA office.

B. Field Hockey Resume

Playing experience (Teams played for):

Competitions attended in the last 2 years:

Field Hockey Volunteer Activities:

Coaching or umpiring certifications:

C. Athlete Declaration

I hereby declare that the above information, to the best of my knowledge, is true and complete. In return for any assistance provided under the Athlete Assistance Program, I will undertake to fulfill training and competition expectations as outlined by my Provincial Sport Governing Body.

Applicant's Signature

Date

PSGB USE ONLY:

Date Application Received: _____

Approved: _____ Not Approved: _____

Reason: _____

Ranking: _____

Athlete Assistance Support: \$ _____

TESTING SCORE SHEET

ATHLETE ASSISTANCE - APPENDIX A

1. COMMITMENT (50% Based on previous 12 months)

A) Attendance (5 points each)

Individual Training i.e. weights, running, etc.
Provincial Team practices & competitions-Indoor
Provincial Team practices & competitions-Outdoor
Provincial/Inter-provincial -National Team training or camps.

Total (Max 20 points) _____

B) Volunteer Activities (5 points each)

Mini Sticks/High School/Youth/Adult leagues
Elementary school league
PYG (Prairie Youth Games)
Taylor Field Day
Clinics

Total (Max 40 points) _____

2. POTENTIAL (5% Based on previous 12 months)

A) Identified Athlete on National Team (5 points)

Training Program & attend National ID Camp

Total (Max 5 points) _____

3. SKILL LEVEL (45% Based on Testing)

A) Fitness Level

Beep Test'
Level 6 - 7.5 - **5 points**
Level 7.6 – 9.0 - **10 points**
Level 9.1 – 11 - **15 points**
Level 11 and over - **20 points**

Total (Max 20 points) _____

B) Individual skill Field Players

1) Ball Handling Drill (based on time and control) 20 meter x 20 meter box - Control dribble on one side, speed dribble on other side, slalom on other side and draws on last side in both directions. (>22 sec- **10 points**, >26 sec- **5 points** >30 sec- **2-points - 10 points max**)

2) Hitting-Drive, Flick, Reverse Flick, Reverse Hit (must hit the net), Flick for distance (min 20 yards) (3 balls each) (**1 point each- 15 points max**)

3) Receptions-5 balls from each side on the run (5 yard run) – (1 point each- 10 points max)

Total (Max 35 points) _____

B) Individual skill Goalkeepers

Angles

10 shots from side angles and top of the circle (look at side to side movement and quickness)-(1 point each)

Clears

10 shots from top of the circle (look for power and accuracy in clear)-(1 point each)

Sliding

10 slides- 5 each side (look for technique and agility)-(1 point each)

4) Footwork

Square- 10 yards each side. Angles (6 cones)-**Timed (>8sec- 5 points >12sec- 2 points)**

Total (Max 35 points) _____

Final Score (Max 120 points) _____

***** Athletes with the highest number of points
will receive the highest amount of funding***
*** Funding is also based on the total amount of athletes applying*****

Athlete Assistance Program

The Athlete Assistance Program for the Saskatchewan Field Hockey Association (SFHA) is a program designed to assist committed, dedicated, and elite Field Hockey players to develop to a national and eventually international level. The following document is the criteria and system for ranking athletes to determine who is eligible and selected for this program. Carded athletes are not eligible to apply.

This program is sponsored by Sask Sport.

A. ELIGIBILITY

1. The athlete must:

- Have been a full time resident of Sask. for the previous 12 months (April 1st - March 31st);
- Be a registered member of the SFHA.
- Have participated in SFHA sanctioned events in the previous 12 months.
- Hold a valid Saskatchewan Health Card.
- Be a minimum of fifteen years of age.

2. The athlete must maintain a regular training schedule through the Provincial Teams and Individual training all year. Training must be exercised at 100% commitment for a minimum of one season either Indoor or Outdoor including all competitions.

3. The athlete must attend all provincial practices and tournaments. If an athlete cannot attend, then reasons for not attending must be communicated to the Technical Director/Prov. Head Coach.

4. The athlete must:

- Be available for selection onto Saskatchewan Provincial teams.
- Train with a Sask. Provincial team for the full seasons of both indoor and outdoor.
- Compete in all Interprovincial, Games and National competitions for which they are selected.

5. The athlete must adhere to the SFHA Code of Conduct.

6. The athlete must sign a contract of athlete commitment with the SFHA.

B. DUTIES

1. Upon request, assist in Grassroots programming such as introductory clinics, youth leagues, school leagues and tournaments.

Suggested Opportunities of where you can help:

Mini Sticks- November (approx. 8 hours)

U18 indoor league- November, December, January (approx. 20 hours)

Elementary School league-umpiring- April, May (approx. 12 hours)

Taylor Field Day- June (approx. 8 hours)

Youth league- May, June (approx. 16 hours)

Prairie Youth Games (approx. 20 hours)

*The Elementary School league and Taylor Field Day, is where SFHA needs the most help.

2. If injured, an athlete must notify the Saskatchewan Field Hockey Association office.

C. SELECTION AND RANKING

The following system has been developed to decide who may be eligible for Athlete Assistance. A selection committee will score each athlete in the following three areas:

Commitment	50%
Skill	45%
Potential	5%

See appendix A for further explanation of the three areas and their point distribution.

The athletes will then be ranked in order of their points or percentage values.

D. GRANT ALLOCATIONS

Formula for grant allocation:

1. Once testing is completed, score each athlete individually based on performance (45%) and their potential (5%), the remaining amount will be the commitment portion (50%).
2. Add each individual score to get a total score.
3. Take individual score and divide it into the total score to obtain a percentage. Then multiply this percentage by the total grant amount to obtain each individual's money allocations.
4. The selection committee will determine which five athletes will receive funding.

E. SELECTION COMMITTEE

It is recommended that the selection committee consist of:

1. VP Excellence
2. Technical Director/Provincial Coach

F. APPLICATIONS

Application forms are available from and will be mailed to those who qualify for the grant.

Saskatchewan Field Hockey Association
1860 Lorne St.
Regina, Saskatchewan
S4P 2L7

1. The application form must be completed and signed by the athlete and forwarded to the Saskatchewan Field Hockey Association office (see above) by:
June 30th, 2007 at 5:00 p.m. Late applications will not be accepted.
2. Saskatchewan Field Hockey Association will recommend athletes for assistance based on the established criteria and the funding available.
3. Saskatchewan Field Hockey Association must inform the applicants of their status once testing is completed.
4. Saskatchewan Field Hockey Association will notify Sask Sport of the number of athletes receiving funding.

G. PAYMENT PROCEDURES

Athletes must sign a contract.

1. Athletes receive funding in two payments, July 1st, and March 1st of each fiscal year. All athletes must maintain the same commitment level as the previous year.
2. Upon acceptance each individual will receive \$100.00 as their first payment, and then receive their second and final payment based on commitment for the year.
3. If an athlete does not meet all requirements throughout the year, the remaining funding will be distributed to the remaining athletes on athlete assistance.

ATHLETE ASSISTANCE CONTRACT

This agreement made in triplicate as of the (*DATE*).

Between:

Saskatchewan Field Hockey Association a Provincial Sport Governing Body having its head office in the City of Regina, in the Province of Saskatchewan, (Hereinafter referred to as "P.S.G.B.");

of the first part
and
(*NAME*) of the City of Regina
in the Province of Saskatchewan (Hereinafter referred to as the "athlete");

of the second part

Whereas the parties hereto are desirous of entering into an agreement whereby the athlete will be engaged to act as an athlete receiving assistance for terms agreed upon set out in this document by the P.S.G.B..

Now therefore this agreement witnessed that in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set forth, the parties hereto agree as follows:

1. Term

The P.S.G.B. will notify the athlete that from their application submitted to the P.S.G.B. they have been considered for Athlete Assistance. The P.S.G.B. with the athlete will agree on the conditions of the contract and for the period commencing on the 1st day of April, (*YEAR*) to March 31, (*YEAR*) and terminating upon the occurrence of all of the events set in paragraph 2 hereof.

2. Duties

During the term of this agreement the athlete shall complete the following, and provide materials as set out by the P.S.G.B. on the dates required.

- A) Must attend, a N.O.C.P. (National Officials Certification Program) or N.C.C.P. (National Coaching Certification Program) clinic, if offered by the association.
- B) Assist in fundraising for the association. i.e. Bingo's and product sales, etc.
- C) Volunteer for suggested opportunities in grassroots programs throughout the year.
- D) If an athlete is injured, the athlete must notify the Saskatchewan Field Hockey Association office in writing stating the injury, time out of action, and if treated by a doctor.
- E) Compete for Saskatchewan at all National Tournaments for their age group in a given season.

- F) The athlete must maintain a regular training schedule through the Provincial Teams and Individual training all year. Training must be exercised at 100% commitment for a minimum of one season either Indoor or Outdoor including all competitions.
- G) Athletes are allowed to receive funding from the athlete assistance program even if they are pursuing their education in another province; however, they are to represent their province at National tournaments and they are to be involved in a field hockey program in that area. They are still to follow the same guidelines as the other recipients. This privilege will be removed if there is ever to be a varsity field hockey team in a Saskatchewan University program.

3. **Payment**

The P.S.G.B. shall pay the athlete depending on their eligibility twice a year per the designated times as outlined bellows:

- b) The athlete shall receive a total of ***\$TOTAL*** from the P.S.G.B. this shall be in two payments of which the first is ***\$100.00***, and the remaining of ***\$2ND PAYMENT***.

Payment #1

July 1st of the playing year, providing contract is signed and testing as been completed.

Payment # 3

March 1st with completion of the agreed upon volunteer commitments.

IN WITNESS WHEREOF the parties hereto have executed this agreement as at the day and year first above written.

P.S.G.B.

PER

ATHLETE

PER

WITNESS

PER

Membership Assistance Program Saskatchewan Field Hockey Association

PURPOSE

The purpose of the MAP is to provide financial assistance to our membership in order to assist in the growth of their field hockey programs. This grant is made available to the Saskatchewan Field Hockey Association through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation. The proceeds are derived from the sale of lottery tickets in Saskatchewan. The Saskatchewan Field Hockey Association's Development Committee will review all grant requests and will make recommendations for approval to the Board of Directors.

ELIGIBILITY

All applicants must be a member in good standing of the Saskatchewan Field Hockey Association.

APPLICATION POLICIES AND PROCEDURES

1. MAP Spending forms detailing your project should be filled out and returned to:

Saskatchewan Field Hockey Association
1860 Lorne Street
Regina, Saskatchewan
S4P 2L7

2. The funding period is April 1 to March 31 and the deadline for applications is March 15th.
3. All applications are subject to the approval of the Saskatchewan Field Hockey Association and each applicant will be informed of their decisions.
4. Schools and/or Recreational Centers applying for a grant must participate in a Saskatchewan Field Hockey Program or elementary school league for a minimum of three years. *(if the school is located outside the Regina area then must participate in the Fun day in the area or a clinic if Fun Day not available)*
5. Once the grant funds are used, a follow-up report complete with actual receipts for costs incurred must be submitted to the Saskatchewan Field Hockey Association. *Follow-up report form.*
- 6. Failure to participate in the above will result in returning all equipment received.**

Eligible Expenditures

Community Schools:

- Shin pads, sticks, balls, mouth guards, goalie equipment, NCCP Community coach certification.

Non-Community Schools:

- Sticks, balls, goalie equipment, NCCP Community coach certification.

Ineligible Expenditures

The MAP was developed in order to increase the quality and level of participation in sport. Therefore, anything not to do with the actual playing or participation of the sport itself and examples of these expenditures will not be accepted:

1. Any construction, upgrading, maintenance or operation costs of facilities.
2. Subsidization of full-time employees (part-time or seasonal wages utilized in program development are eligible).
3. Cash Prizes.
4. Social events (barbecues, lunches, etc.).
5. Alcoholic beverages.
6. Research projects or feasibility studies.
7. Anything not to do with the actual playing or participation of the sport itself.
8. Any other expenses as deemed ineligible by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

AWARENESS OF MAP TO ALL MEMBERS

The Saskatchewan Field Hockey Association informs its membership of the MAP as follows:

1. Direct mail out of guidelines and forms to all clubs.
2. Information included in the Saskatchewan Field Hockey Association web site at www.saskfieldhockey.ca. Updated May 24, 2007

Saskatchewan Field Hockey Association Code of Conduct

Athletes, coaches and chaperones associated with Saskatchewan Field Hockey teams represent themselves, the sport of field hockey and the province. In order to project an image that will make us proud of our sport and our athletes, all individuals must abide by the following code of conduct during all team activities, including training, travel and competitions, while at home and away, from the moment of departure until returning.

- Comply fully with the rules of Field Hockey Canada.
- Wear all required equipment.
- Understand that athletes are under the direction of coaches during all team functions.
- Foul language of any sort will not be tolerated towards any athlete, coach, parent, chaperone or official.
- Understand the responsibilities involved in being a team member in terms of proper conduct and willingness to participate in practices and tournaments. All individuals are responsible for being on time for all practices, games, meetings, departures, curfews, etc. and to notify the coach in advance, in the event of a change of plans.
- Demonstrate courtesy and respect toward athletes, coaches, parents, chaperones and officials. Disrespectful, offensive, abusive, racist or sexist remarks are not allowed.
- Strive for excellence. Exhibit the qualities of good sportsmanship, dedication, pride, team spirit and leadership.
- No use of any tobacco products, alcohol or other drugs, which affect physical ability, mood or behaviour, unless prescribed by a physician for medical purposes (the administration of physician prescribed drugs will be the responsibility of the individual). Participants must not use illegal drugs/narcotics or performance enhancing drugs or methods. These include a variety of 'over the counter' medications. A complete list is available upon request.
- Breaking the law of the land is not acceptable.
- Orderly and reasonably quiet behaviour is expected while in public. This includes times when awaiting transportation, for games to begin, and in restaurants.
- Hotels are resting places for all registered guests; therefore hotel etiquette of the highest caliber is expected. Unacceptable behaviour includes running, phone abuse, playing loud music or television, fighting, pranks that may result in personal injury or property damage, etc.
- All individuals are responsible for their hotel rooms. Rooms must be left clean; all garbage must be picked up and put in garbage bags and rooms checked for personal items.
- All individuals are expected to respect others' needs for study time, sleep etc.
- Curfews as determined by the coach must be adhered to at all times.
- Hotel doors must be propped wide open any time a coach, chaperone or another player of the opposite sex is in the room.
- Persons from outside the immediate team are not permitted in team hotel rooms, unless permission is obtained from the coach.

- All individuals are expected to remain with the team during travel, and at tournament locations, unless specific permission is received from the coach.
- Arrangements should be agreed upon between the athlete, parent/legal guardian and coach at the beginning of the trip. For those athletes who are old enough and mature enough to be responsible for themselves special arrangements may be made with the coach providing their coach knows their whereabouts at all times.
- All individuals are expected to treat the opposite sex with respect at all times.
- Immoral behaviour is not acceptable.
- Behaviour on the final night of a trip must also meet all conditions as set out above.
- Care for and respect the equipment provided and facilities made available, which would include, but is not limited to, hotel rooms, training centres and transportation vehicles. Any one found guilty of damaging property, theft or vandalism will be held totally responsible, and will be required to make reimbursement or restitution.

The Board and Coaches of the Saskatchewan Field Hockey Association are fully aware that the above conditions may infringe on some of the athlete's legal freedoms, but in order to satisfy legal responsibilities to the parent/legal guardian of the athlete, your cooperation is required and expected.

If an individual commits an act in serious offence of this Code of Conduct, the coaching staff may immediately expel this individual from the team. Furthermore, if this behaviour warrants them being sent home from the tournament, then it would be at the expense of the athlete/parent/legal guardian, not at the expense of the Saskatchewan Field Hockey Association.

No individual may participate in any Saskatchewan Field Hockey Association sanctioned program, competition or Provincial team activity until the Association is in receipt of a signed and dated Code of Conduct. For athletes under the age of 18 years, a parent/legal guardian must also sign the Code of Conduct.

Signature

Date

**Signature of Parent/Legal Guardian
If Participant is under 18 years of age**

PRINT name and Relationship of Child

Witness

PRINT Name