



# FIELD HOCKEY CANADA 2022 BOARD OF DIRECTORS NOMINATIONS PACKAGE

## 1. Field Hockey Canada Overview

Field Hockey Canada is the governing body for the sport in Canada, with over 8,000 participants from Junior to Masters' level competing recreationally and competitively. The corporation was formed in 1991 with the amalgamation of two gender-based associations into one national entity. Today, from grassroots to high performance, Field Hockey Canada works to develop and strengthen the game across the country and position our National Teams for consistent podium contention.

Field Hockey Canada is led by a Board of up to 11 Directors and a professional staff of 12 FTE. Field Hockey Canada seeks expertise and diversity, representative of the field hockey community and Canadian society, and is looking for interested and qualified candidates to help the corporation continue to grow and succeed.

Three (3) Director positions will be open in September 2022:

1. Two Directors-at-Large (1-4 year term depending on by-law review which is ongoing)
2. One Women's National Teams Athlete Representative (2-year term)

### Vision

*Field Hockey Canada aspires to grow our sport, build our system and perform at all levels and in all environments.*

### Mission

*To inspire, develop, perform, promote and govern exceptional positive and fun field hockey experiences in Canada and to create and lead a world-class field hockey system that reaches all our communities across the country.*

### Values

- *Integrity*
- *Fun*
- *Accountability*
- *Teamwork*
- *Respect*
- *Transparency*

### Strategic Priorities

Field Hockey Canada is in the 3rd year of our 2020-2025 Strategic Plan, developed with input from Member Provincial Associations. The strategic priorities to 2025 are:

1. *A Stronger Organization*
2. *A Stronger System*
3. *Stronger International Performance*

## 2. Key Dates

Call for Nominations	Opens June 1 <sup>st</sup> , 2022
Nominations Deadline	Closes June 27 <sup>th</sup> , 2022
Distribution of AGM Materials, including candidate bios	August 19 <sup>th</sup> , 2022
FHC Annual General Meeting	September 10 <sup>th</sup> , 2022

## 3. Director Positions Open for Election

Interested and qualified candidates for the following roles are invited to follow the nomination process as outlined in this package. Three (3) Director positions will be open in September 2022. Directors are elected by the Field Hockey Canada provincial field hockey associations, which are the voting members.

Two Directors-at-large (1-4 year term depending on by-law review which is ongoing)

Women’s National Team Athlete Director (2-year term)

Director positions are voluntary and without compensation except for reimbursement of approved expenses.

## 4. Nomination Steps

Per Bylaw 14.2, Candidates for Director-at-Large positions must be supported by two of the provincial field hockey associations in their nomination submission.

The Women’s National Team Athlete Director nomination requires the support of no fewer than 3 Registered Participants who, at the time of the nomination, have been selected for one or more of the women’s Junior and/or Senior National Teams within the past 12 months.

As per Bylaw 14.3 through 14.5, the Governance Committee will propose a slate of nominations which will be distributed to Member Associations by August 19, 2022. No nominations will be accepted at the Annual General Meeting. If more nominations are proposed than positions available, an election will be conducted by secret ballot at the Annual General Meeting.

## 5. Term Limits

In accordance with Bylaw 10.3, a Director may not serve more than 2 consecutive terms on the basis of election or appointment to the same position.

## 6. Director Eligibility Requirements

All candidates for Director must meet the eligibility requirements of the Canada Non-Profit Corporations Act, and Bylaw 10.4. Each candidate:

- a. shall be 18 years of age or older;
- b. shall have the power under law to contract;
- c. shall not have been declared incapable by a court in Canada or in another country;
- d. shall not have the status of bankrupt;
- e. shall fulfill the requirements of the *Income Tax Act* in relation to serving as a Director with a registered charity;

- f. an Athlete Director shall be currently, or have been formerly, selected for a Junior or a Senior National Team of the Corporation.

In addition, each candidate for Director must:

1. Undertake volunteer screening requirements as stipulated by Field Hockey Canada policies, including submission of a current Criminal Record Check (CRC) prior to September 10, 2022, and to be renewed every three years.
2. complete the online *Safe Sport Module* from the Coaching Association of Canada prior to September 10, 2022.

If elected, each Director must complete an *FHC Annual Declaration of Conflicts of Interest*, to be submitted prior to the first Board meeting of the year.

## **7. Board of Director Responsibilities**

As per Bylaw 10.4, *“Except as otherwise provided by the Act, the Articles or these Bylaws, the Board has the powers of the Corporation and may delegate any of its powers, duties and functions. The Board is responsible for developing and implementing plans, policies, procedures and rules to manage the affairs of the Corporation. Without limiting the generality of the foregoing, the Board shall have responsibility to:*

- a. *develop, implement and facilitate strategic plans, annual operating plans and performance measures;*
- b. *promote and maintain policies pertaining to the vision, values and mission of the Corporation;*
- c. *delegate authority and responsibility to Committees, and ensure that these entities fulfill responsibilities as delegated;*
- d. *ensure that key governing documents, including the Articles, Bylaws, terms of reference and job descriptions, are current and sound;*
- e. *develop and maintain relationships between and among the Board, Committees, staff and Members that will enhance the Corporation's effectiveness;*
- f. *manage disputes within the Corporation, including overseeing procedures for internal appeals and procedures for the facilitation, negotiation, mediation and arbitration of disputes; and*
- g. *fulfill any other responsibilities specified in the policies of the Corporation or required by law”.*

The Board focuses on providing strategic direction and setting priorities, develops supporting policies, provides oversight and undertakes organizational assessment. Individually, Directors provide expertise and support to FHC’s leadership and act as Ambassadors for the corporation.

Management and operational authority is delegated to the Chief Executive Officer (CEO). The Board monitors and holds the CEO accountable for results and progress. Directors are not involved in day-to-day operations.

## **8. Commitment**

The Board meets about every 4 to 6 weeks during the year, with a calendar of projected Board business presented at the first Board meeting. Meetings are primarily online using an electronic

meeting format but may include face-to-face meetings. Directors typically spend about 15-20 hours per month in their role, including Board committee work.

Directors are expected to sit on at least 1 standing Committee of the Board:

- Governance Committee
- Finance and Audit Committee
- Human Resource Committee

## 9. Preferred Skills and Attributes

At this time, Field Hockey Canada is specifically seeking candidates with the following skills and expertise:

- Human Resource Management
- Professional accounting designation
- Legal
- Revenue generation
- Diversity, equity and inclusion
- Not-for-profit governance
- Risk management and oversight

## 10. Key Field Hockey Canada Information for Candidates

All key governance and policy documents are available on the Field Hockey Canada website. It is recommended that prospective candidates minimally review the following information prior to pursuing the nomination process:

- FHC Website for Program and Service information and updates
- FHC Bylaws
- FHC 2020-2025 Strategic Plan
- FHC Volunteer Management Policy
- FHC Screening Policy
- FHC Conflict of Interest Policy
- FHC Anti-Nepotism Policy
- FHC Diversity, Equity and Inclusion Policy

## 11. Completion of Candidate Information for Submission

Interested candidates are invited to complete the *Director Nomination Form* on the following page, including seeking and confirming the support of two Member Provincial Associations for Director-at-Large or three qualified Registered Participants for the Women's National Team Athlete Representative. See part 4 on page 2 for support requirements.

Submit the completed form with attachments to [sahrens@fieldhockey.ca](mailto:sahrens@fieldhockey.ca)

# FIELD HOCKEY CANADA 2022 DIRECTOR NOMINATION FORM

## Candidate Information

Name	
Complete Address	
Email	
Phone	

**Nomination for:** (underline or circle) A. Director-at-Large (4 year term)  
B. Women's National Team Athlete Rep (2 year term)

My Nomination is supported by: *(will also be confirmed by the FHC Governance Committee)*

1. (A. PSO / B. NT Athlete)
2. (A. PSO / B. NT Athlete)
3. (B. NT Athlete)

## Candidate Experience and Attributes

Provide Information on Field Hockey Experience:

Provide Information on Current or Previous Work Experience:

Provide information on Previous Board Experience:

Describe your skills, knowledge, professional designations and other attributes that will benefit Field Hockey Canada:

## Candidate Declarations:

### Eligibility:

I confirm that I am eligible to be a candidate for the position of A. Director-at-Large or B. Women's National Team Athlete Rep, as outlined in part 6 of this package.

### FHC Mission and Vision

I confirm that I am in support of the FHC Mission and Vision.

**Conflict of Interest:** Disclose any current or known future connections to Field Hockey Canada programming, suppliers, sponsors or others. These connections may be of a business or personal (immediate family, close friend) nature.

Other than as stated above, I am not aware of any (additional) conflict(s) of interest or other reason(s) that would preclude me from being considered for nomination.

I agree

I disagree (please explain)

### Volunteer Screening:

With the submission of this Nomination Form, I agree to undertake a Criminal Record Check, at my own expense, and to submit or arrange to have submitted to Field Hockey Canada, the CRC results prior to the September 10, 2022 Annual General Meeting.

## Optional Information:

**Candidate Diversity** - The Field Hockey Canada *Diversity, Equity and Inclusion Policy* states that the corporation "will incorporate diversity, equity and inclusion considerations when developing strategic plans, policies, allocating resources, communicating with participants and the public and in all aspects of governance, operations and volunteer and employee management".

Candidates are invited to self-identify on this application regarding any applicable aspects of diversity:

Indicate your gender identity and expression: \_\_\_\_\_

Check if you identify as a person with a disability

Check if you identify as Indigenous

Check if you identify as Black or a Person of Colour

Check if there are other aspects of diversity that you wish to provide: \_\_\_\_\_

**Photo:** You may include a head & shoulder photo with this submission.

Photo attached (.jpeg, .png or .tiff).

**Resume:** You may attach a short resume (no more than 3 pages) with this submission.

Resume attached.

**Confirmation of Information:**

I declare that the information I have provided on this Nomination Form, including all attachments is true.

Name:

Date:

Signature:



**DEADLINE FOR SUBMISSION: JUNE 27, 2022**

Submit to: [sahrens@fieldhockey.ca](mailto:sahrens@fieldhockey.ca)

Use the following file names with the Nomination Form and any attachments:

*FHC 2022 Director Nomination – (your name)*

*FHC 2022 Director Nomination Photo – (your name)*

*FHC 2022 Director Nomination Resume – (your name)*