



Policy Name		Policy Category
Masters Program – Financial Policy & Principles		Masters Policy
Date of Approval	Activation Date	Replacing Previous Version
DECEMBER 15, 2024	JANUARY 1, 2025	N/A
Approved by		Review Cycle
BOARD OF DIRECTORS		EVERY TWO YEARS

Field Hockey Canada Master’s Program

Financial Policies & Principles

All FHC Masters Programs are fully self funded by the athletes. All funds collected will be processed through FHC systems, (currently using RAMP/F-RED) and will be subject to applicable credit card & other processing fees. Unless given a specific exemption by the Masters Committee, at the initiation of a tournament/event plan a non-refundable deposit will be required from each athlete upon confirmation of intention to trial for the event. The amount of this deposit must be sufficient to cover the costs of organising selection for the event, including field/facility rental, costs for selectors/coaches, and any administrative costs that may be incurred before selection is complete.

Common Expenses:

Costs that are applicable to the whole Masters’ program and are the responsibility of all athletes and all teams, not related to participation in an event (example FHC membership in WMH, and administrative costs of FHC in supporting the Masters’ program).

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A fee per athlete per tournament/event, across Men/Women and Indoor/Outdoor teams, will be collected for use toward common expenses. This fee to be adjusted at the discretion of the Masters’ Committee from time to time, should surplus funds accumulate in the common expense account. Disbursement from the common expense account will be by approval of the Masters’ Committee.

General Expenses:

Costs that are incurred per team or in total for a number of teams when preparing for or participating in a specific tournament/event (some example categories listed below).

1. Field (outdoor) & Facility (indoor) bookings
2. Uniforms
3. Athletic Therapy & Coaching/Management travel, accommodation, honorarium/subsidies
4. Equipment – balls, pinnies, cones, etc.

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Outdoor and Indoor disciplines will be differentiated, although within these categories Men's & Women's teams will hold funds in a single account for General Expenses (i.e. there will be only two accounts maintained – "Outdoor" and "Indoor" General Expenses).

A fee per athlete per tournament/event will be collected for use toward general expenses, upon confirmation of selection, and will form part of the levy for the tournament/event. This fee may be adjusted at the discretion of the Masters' Committee from time to time should surplus funds accumulate in the Indoor or Outdoor accounts. Disbursement from these accounts may be requested by the relevant Indoor or Outdoor Sub-Committee at any time for appropriate expenses, with approval by the Masters' Committee. Otherwise, disbursement from the General Expense account will be by approval of the Masters' Committee.

Team Expenses

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Budgeting:

Each team must prepare an Event Budget, utilizing the account codes and templates provided by FHC, prior to any collection or disbursement of funds, for approval by the relevant Sub-Committee. The budget must cover the full expenses of the tournament/event. Where more than one team is participating it will be up to the AGCs involved to coordinate any joint or sharing of expenses.

For each tournament/event, a separate Team account will be kept in the FHC systems for each team participating until the conclusion of the event. If several teams are participating in the same event, AGCs from two or more teams may choose to combine expenses in one Team account, and this must be coordinated with FHC. Disbursement from Team accounts will be under the control of the relevant team's AGC and/or manager, and should follow the principles and policies laid out in the FHC Financial Policies, especially regarding Expense Claims, Cash Advances, Honoraria, etc.

Should a team collect a surplus of funds for any tournament/event, the AGC may propose an appropriate method of refund to the participants, for approval by the relevant Indoor or Outdoor Sub-Committee, at the conclusion of the event. Any surplus funds not disbursed, or otherwise remaining in the tournament/event Team accounts 3 months after the conclusion of the tournament/event will be consolidated in General Expenses of the relevant Indoor or Outdoor accounts.

Should a team fail to cover expenses for any tournament/event, in the first instance an additional levy should be made on the athletes involved. In exceptional circumstances a request may be made to the Masters' Committee for assistance from the Indoor or Outdoor General Expense accounts.

Contributions to coaches and managers' expenses, Honorariums, etc.

In the interest of equity, arrangements for contributing to expenses and honorariums for team coaches and managers should be coordinated by the AGCs for any teams attending the same tournament/event. Appropriate levels of contribution are the discretion of the team AGCs, recognising the venue, time commitment, travel requirement and other considerations.



Individual Expenses:

Costs that are the responsibility of each individual athlete and include travel, accommodation, transfers, etc., to attend any tournament/event. These may in part be included in the Team budget, depending on the event. Upon selection, athletes must pay the committed costs of the event in a non-refundable levy set by the AGC: refunds will only be possible where an athlete is replaced by a substitute who takes up their levy, or where individual insurance has been purchased.

Delinquencies in payments by athletes

Should any athlete fail to contribute the full amount of fees & levies required for any tournament or event, the AGC must issue them with a warning notice and final payment demand in advance of the event. It is up to the discretion of the Team Management whether the athlete be allowed to participate in the event whilst delinquent in payment, but should the final reconciliation not be achieved within one month of the return of the team from the event, the athlete will be considered ineligible for future selection for any Canadian team until the account is settled. Decisions on eligibility will be made by the relevant Sub-Committee.

These policies and procedures apply as guidelines for the Masters program, and it is acknowledged that where they diverge in substance or interpretation from the FHC Financial and Legal Instruments Policies and Procedures, the FHC Financial and Legal Instruments Policies and Procedures shall prevail as the overarching policy