



Duties of Officers

Athlete Program Director

The Athlete Program Director shall:

- Be responsible on behalf of the Field Hockey BC Board of Directors for the governance oversight of Field Hockey BC athlete programs designed to foster, promote, and encourage the development of male and female athletes across British Columbia;
- Chair the Athlete Program Committee responsible for policy oversight relating to all Field Hockey BC delivered athlete programs in British Columbia;
- Receive reports on all Field Hockey BC athlete programs through compiled submissions by coaches, managers, and participating athletes;
- Act as a mediator in grievance proceedings associated with Field Hockey BC athlete programs;
- Liaise with the Executive Director and associated FHBC staff where appropriate;
- Liaise with the Coaching Director where appropriate (in the context of the FHBC coaching program being a complimentary primary driver to athlete development);
- Liaise with the Field Hockey Canada Board representative for National athlete programs where appropriate;
- Serve as a member of the Board and be a current member of the Society;
- Perform such duties as may be determined from time to time by the Board of Directors;
- Assist the President in the duties of his/her office.



FHBC Standing Committee

Athlete Program Committee

Terms of Reference

Role

The Athlete Program Committee provides policy recommendation to the Field Hockey BC Board of Directors and policy support and decision making to the Field Hockey BC Athlete Program staff, for all Field Hockey BC Athlete Programs. The purpose of the Committee is to provide policy oversight for all Field Hockey BC Athlete Programs, both male and female.

Responsibilities

With the assistance of Field Hockey BC Athlete program staff;

- Have a clear understanding of the seasonal athlete program plan;
- Consider the policy requirement for each seasonal athlete program and review associated policies as deemed appropriate;
- From time to time and as required, convene and consider concerns relating to policy implementation and adherence and provide decisions as to policy interpretation for all Field Hockey BC athlete programs.

Scope

The Athlete Program Committee focuses on:

- Reviewing Field Hockey BC Athlete Program Policies for both male and female programming;
- Making recommendations for Field Hockey BC athlete policy adoption by the Field Hockey BC Board of Directors;
- Supports the Field Hockey BC Athlete Program Staff in the implementation and adherence to Field Hockey BC Athlete Program Policies throughout the seasonal year.

The Athlete Program Committee does not:

- Make administrative, logistical, or program management decisions; or
- Advocate for the needs/interests of individuals or specific population groups.

Accountability and Decision-making

In carrying out its work, the Athlete Program Committee is accountable to the Field Hockey BC Board of Directors and operates within the boundaries of the Terms of Reference specified. The Terms of Reference will be reviewed according to the governance term of the Field Hockey BC Athlete Program Director (2-year term), and any changes must be approved by the Field Hockey BC Board of Directors.

Decisions made by the Athlete Program Committee will be made by voting on specific motions that may be put forward by the Committee membership, the Field Hockey BC Board of Directors, or by the Field Hockey BC staff. A Vote may be cast in person, over the phone, or via other electronic means as required. A motion must receive a simple majority vote (50% plus 1) in order to pass. A minimum of 50% per cent of voting members must be present in order to establish quorum.

Athlete Program Committee Members must be aware of and adhere to the Field Hockey BC's Conflict of Interest policy. A copy of Field Hockey BC's Conflict of Interest Policy is included in Appendix A.

Role of Chair

The role of the Chair will be to:

- convene and chair meetings
- act as spokesperson for the Committee
- set meeting agendas
- build consensus at Committee meetings

Membership

The Athlete program Committee is to be comprised of up to a maximum of eight members who are to be appointed by the Field Hockey BC Athlete Program Director and are subject to approval by the Field Hockey BC Board of Directors. Committee membership will be reviewed on an annual basis or more frequently if required.

Term of Appointment

Athlete Program Committee members are appointed for a one-year term aligned to the Seasonal athlete program year (September 1-August 31). Committee Members may be considered for reappointment if the member's performance has been satisfactory and there are no other considerations that would mitigate against the reappointment.

Meetings

Athlete Program Committee members will attend a minimum of two meetings per year (Policy planning in the Fall for Regional athlete programming and policy planning in the Spring for Provincial athlete programming). Additional meetings may be called at the discretion of the Chair.

Expenses associated with Committee Business

Committee Members will be compensated for any costs incurred while traveling on Committee business in accordance with the Field Hockey BC’s applicable travel and expense policies. Mileage will be reimbursed at 40 cents per kilometer. A per diem for meals will be reimbursed at \$25 per day, if away from home for more than 24 hours. All associated telephone costs for attendance at Committee meetings will be covered in full (as applicable).

Meeting Protocols

- Agendas will be circulated together with any other meeting materials at least 5 business days prior to the meeting
- All decisions will be made in accordance with the above section on ‘Accountability and Decision-Making’
- Minutes will be prepared by the Field Hockey BC Athlete Program Manager (or Assistant) and provided to members within 5 business days of the meeting
- Meeting attendance is expected for all Committee members

Field Hockey BC Athlete Program Committee Membership

Name	Contact Information

Adopted: June 2, 2014

Appendix A

Field Hockey BC Conflict of Interest Policy

Purpose

The purpose of this policy is to outline the general policy of Field Hockey BC ("FHBC") related to Conflict of Interest.

Scope

This policy applies to members, where the term "Member" refers to all categories of members within FHBC, as well as to all individuals engaged in activities with or employed by FHBC, including but not limited to: athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).

Policy

A conflict of interest will be deemed to exist:

When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favour.

When designated representatives seek or are perceived to seek, gain, receive, or benefit financially from preferential treatment in the discharge of their duties and responsibilities to FHBC. Such situations include, but are not limited to, the following:

- (i) participating as a director or officer of a firm which is a supplier of materials or services to FHBC;
- (ii) entering into an agreement or contract for the sale or manufacturing of hockey supplies and/or services with any agency which could be construed as an endorsement of or promotion by FHBC;
- (iii) having personal financial dealings with an individual or corporation whose business with FHBC involves the designated representative's sphere of responsibilities;
- (iv) making an investment in any situation in anticipation of FHBC taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by FHBC in such a situation;
- (v) participating as a head of delegation, team support personnel, i.e., manager, medical, etc., if a member of the individual's family is selected for the team, camp, etc.;
- (vi) participating in the selection process of any FHBC team if a member of the individual's family is a potential candidate for selection;
- (vii) advocating or expressing an opinion, either verbally or in writing, which is contrary to the stated policies, decisions or positions of FHBC;
- (viii) behaving in such a manner as to embarrass FHBC or bring the name of FHBC into

disrepute. If gifts or favours of any kind are exchanged between a designated representative and any individual or corporation whose relationship with FHBC involves the designated representative's sphere of responsibilities. If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they or a family member could be perceived to be deriving benefit. If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (e.g., sponsorship).

NOTE:

This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances. This policy is not intended to prohibit the payment of fee for service by FHBC to individuals who are entitled, by virtue of services performed or rendered, to receive such fees.

Disclosure

Prior to the appointment, election, recognition or employment of any individual or association as defined under "Application", said individual or association shall be provided with the Conflict of Interest Policy and will be expected to declare that he/she or it have no business, commercial, financial, professional, property or similar interest(s) which in his/her or its opinion might be construed as being in actual or potential conflict with the duties and responsibilities or the position offered. If, prior to appointment, election, recognition or employment, any individual or association discloses interest(s) which may be or may be perceived to be in conflict with the interests of FHBC, the individual or association agrees that an understanding on his/her or its part will be required to correct if found in actual or potential conflict with the duties and responsibilities of the position offered.

Administrative Procedures

It is the personal responsibility of each person to avoid any case of conflict of interest. Faced with a situation of an actual or potential conflict of interest, the person concerned must disclose the actual or potential conflict of interest to the Board, the working group concerned or, if a staff member, to the Board Director. Pending determination of the question, the person concerned must refrain from expressing any opinion, participating in any discussion or from voting on any subject until the question is finally determined as provided in the following sub-paragraphs. If designated representatives are faced with a situation involving an existing or potential conflict of interest, or are in any doubt about the application of these policies, the circumstances must be reported immediately as follows:

- Athletes - Athletes' Rep/Board Director
- Working Group Members - Board Director
- Staff (full & part-time) – Executive Director/President

- Board Members - President
- Members – Executive Director/President
- Contract/Fee for Service personnel – Executive Director/President

In the case of reported situations of conflict of interest, the contact must make a determination if in fact a conflict of interest does exist. If it is deemed that there is in fact a conflict of interest and/or perceived conflict of interest, a report in writing must be sent to the Board. Where a FHBC designated representative has failed to disclose a conflict of interest and/or perceived conflict of interest, the President will take the following actions:

- (i) request that the designated representative's actions be justified in writing and;
- (ii) discuss the circumstances at the next Board meeting (or if circumstances necessitate an immediate decision, convene an Board meeting by conference call) and;
- (iii) based on the decision by the Board, the designated representative will be requested to cease those actions which have brought about the conflict of interest, by the appropriate contact informing the designated representative of the Board's decision and requesting that all conflict of interest actions cease;
- (iv) should the designated representative continue those actions or activities which have been deemed to be in conflict with the interests of FHC, the designated individual will be removed from his or her position or, in the case of an association, all benefits will be withdrawn.

In all cases of conflict of interest or perceived conflict of interest, the Board of Directors must be advised of the outcome.

Confidentiality

All discussions at meetings of the Board and in working groups are confidential. Members of the Board and members of working groups must not disclose any discussions that take place at meetings to any third parties.

The official record of all discussions at meetings of the Board and the working groups are the minutes of those meetings.

The Chairs of the working groups are responsible to and report to the Board on all deliberations and discussions that take place at meetings of their respective groups.

All official announcements, statements and correspondence (in all forms) on behalf of the Field Hockey BC may only be made by the President, the Secretary or any other person authorized by them to do so.

Appeal Process

If the designated representative is removed from his/her position or, in the case of an association, benefits withdrawn, and the designated representative wishes to appeal the decision, a written request for Appeal stating grounds, must be submitted in accordance with the FHBC Appeal Policy.