



## **Field Hockey BC Policy Governance** **Screening Protocol**

### **Protocol Purpose**

The purpose of this protocol is to follow the principles of a safe sport environment in obtaining clearance for volunteers tasked with the responsibility to deliver active athlete programming through the Society and to gain signed agreement as to the standards expected in delivery of duties. Field Hockey BC will conduct Criminal Records Check (CRC) screening for coaches and team managers active in the delivery of athlete programming through the Society.

### **Screening Protocol**

Field Hockey BC will approach all coaches and team managers to complete the submission of a Criminal Records Check. Submissions may be made electronically or via hard copy with the Society recommending an electronic submission for the purposes of time management. Files will be maintained at the Provincial office and any Criminal Records Check that fails such clearance will be referred to the Society Board of Directors.

In addition, the Society will require agreements to be signed by both the coaches charged with the responsibility for oversight of the athlete program environment and by supporting team managers active in the delivery of the program. Examples of the coach and team manager agreements are as follows:

### **Field Hockey BC (FHBC) Regional Program Head Coach Agreement**

This agreement, made the day of the month of in the year , between:

Field Hockey British Columbia (FHBC) and \_\_\_\_\_ (hereinafter known as 'Head Coach').

This agreement outlines the responsibilities of FHBC and Head Coach with regards to coaching in the year stated above. Please ensure you are a registered member with Field Hockey BC for the season. [REGISTRATION LINK](#).

THE ABOVE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS

#### **A – CONDUCT**

Head Coach representing FHBC is expected to abide by the following:

1. FHBC Codes of Conduct and the FHBC Harassment Policy. Head Coaches are to conduct themselves in an orderly manner and not discredit or dishonor FHBC or Field Hockey Canada (FHC) in any way;
2. Consider him/herself to be an ambassador for FHBC specifically and the sport of Field Hockey in general, as well as the Province of British Columbia and Canada;

3. Respect players, fellow coaches, officials, and technical delegates at all times and abide by the Rules and Regulations under which tournaments are conducted;
4. Shall not, either during the term of this agreement or any time thereafter, disclose to any person, organization, club or company any confidential information concerning the athlete personnel within the program which the coach may have acquired during the course of their employment;
5. Shall not, either during the term of this agreement, or any time thereafter recruit athletes within the program, or use confidential information concerning the athlete personnel within the program to promote or benefit their organization, club or company;
6. Undertake a Criminal Record Check in accordance with BC Government requirements.

#### B – RESPONSIBILITIES

Head Coach is accountable to the FHBC Provincial Coach and Performance Manager and FHBC Board of Directors and agrees to:

##### On-Field

1. Be available for all training sessions including sport science. Please note that training schedules can change. Please contact the Athlete Program Manager with any questions about Training schedules.
2. Develop and deliver training session plans
3. Track athlete and coach attendance
4. Provide direction and feedback to players, assistant coaches, managers

##### Off-Field

5. Communicate with the FHBC Athlete Program Manager on any athlete or parent issues that arise with respect to the FHBC Athlete Programs and/or Policies
6. Co-ordinate with the FHBC Athlete Program Manager, FHBC Provincial Coach and Performance Manager and other squad Coaches
7. Read and understand the FHBC Athlete Program Policies;
8. Pursue at least one professional development opportunity during the Season (NCCP Certification or Coach Seminar, or other opportunities provided by the Provincial Coach and Performance Manager).

##### Reporting

9. Attendance: keep (athlete/coach) records up to date and provide to FHBC upon request
10. Track athlete injuries, following Injury Protocol (Player Policies)
11. Complete the Player Evaluations and submit by given deadline
12. Complete the Program Evaluation and submit by given deadline

FHBC agrees to:

1. Regional Training: Pay an honorarium of \$XXX per session (based on 120 minute sessions - includes on-field hours and 50% planning) for full program delivery;

2. Regional Tournament: Pay an honorarium of \$XXX per game (includes 120 minutes for warm up, game time and post-game as well as athlete evaluations) for all scheduled games Note: honorarium is based on attendance at all games and may be pro-rated to reflect actual number of games delivered by the individual coach
3. Issue Per Diems of \$25/day when there is a requirement to chaperone athletes
4. Issue payment at the end of the program. A mid-way payment may be issued depending on program length.

WAIVER RELEASE

I, REGIONAL PROGRAM HEAD COACH, hereby release FHBC, its employees and officers, from any claim in respect to any loss or injury involved in connection with the selection, training or competing of any FHBC sanctioned camp, squad, team or group. I have read, understand and will respect the above-mentioned agreement.

FOR the Program: (i.e. Train 2 Train or Train 2 Compete) \_\_\_\_\_

IN the Regional Hub: (i.e. SE, NW, ISL, etc.) \_\_\_\_\_

FHBC Regional Head Coach

Signature

Name Date

Mailing Address:

E-mail Address:

\_ Phone Number: \_

SIN (tax purposes): \_

Official given name, if different from above:

## Regional Manager Agreement Field Hockey BC (FHBC)

Thank you for volunteering to support a Regional Squad. We welcome you on board as Team Manager! Below are guidelines to highlight the **role and responsibilities** a Team Manager may undertake during a season. The role requires flexibility, resourcefulness and a ‘can-do’ attitude. FHBC coaches and the FHBC Athlete Program Office are here to answer questions to support and guide you. Thank you for your time and energy toward supporting FHBC athletes – it is greatly appreciated!

**CONDUCT** All FHBC coaches, staff and managers are expected to:

1. Conduct themselves in an orderly manner and not discredit or dishonor FHBC or Field Hockey Canada (FHC) in any way;
2. Consider themselves as ambassadors for FHBC and the sport of Field Hockey in BC and Canada;
3. Respect the players, coaches, officials, and Technical Delegates at all times and abide by the Rules and Regulations under which tournaments are conducted;
4. Avoid (during the term of this agreement or any time thereafter) disclosing confidential information to any person, organization, club or company, concerning athletes, which may have been acquired during the season;
5. Avoid (during the term of this agreement, or any time thereafter) recruiting athletes from the program, or using confidential information concerning the athlete personnel to promote or benefit another organization, club or company;

6. Undertake a Criminal Record Check in accordance with BC Government requirements.

## RESPONSIBILITIES

The Team Manager's responsibilities may include (but are not limited to) the following: **Communication & Coordination**

Managers must have an email address and mobile phone number they are comfortable to use and share.

- Managers should introduce themselves to the team by email at the start of the program. The Athlete Program Office will provide basic contact information. Personal athlete information is kept in confidence by the APO and Head Coach.

### Training Block

1. Coordinate carpooling when required
2. Collect and distribute Kukri clothing to athletes, if necessary
3. Liaise between athletes and/or parents and the coaching team and Athlete Program Office
4. Assist the coaching team if/where there is a need
5. Be aware of the FHBC Athlete Program Policies
6. Communicate with the FHBC Athlete Program Manager on any athlete or parent issues or disputes that arise with respect to the Policies

### On-Field

7. The Team Manager is welcome to attend training sessions and can ask the coaching team if/when/how support could be used, for example, by taking and monitoring attendance (on-field) and tracking athlete injury/sickness.

8. Remind athletes about training times/location. Schedules can change as they are dependent upon weather, turf availability, coach availability and other factors. Please contact the Athlete Program Manager should you have any questions. Training schedules are posted under 'Players-Training Schedules' at [www.fieldhockeybc.com](http://www.fieldhockeybc.com).

### Tournament

1. Liaise with the FHBC Office to coordinate collection, distribution and return of team uniforms
2. Be available to attend the tournament(s) (i.e. spring Regional Tournament) to help coaches and athletes, for example, purchasing team snacks and hydration in advance.

### FHBC agrees to:

1. If managing a team at the Regional Tournament, FHBC will issue a per diem of **\$25/day** (based on attending each game the designated team has scheduled. Per diem can be used toward purchasing snacks/hydration for the team)
2. Reimburse or provide a subsidy toward expenses incurred while supporting the squad during the tournament, which may include ferry fare, fuel, accommodation, or others. In all cases, expenses should be discussed and approved in advance.

**By signing the below, the Regional Manager agrees to the above.**

### REGIONAL SQUAD:

Male/Female: \_\_\_\_\_

Region: \_\_\_\_\_

Age (T2T/T2C): \_\_\_\_\_

Your mailing address:

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Your e-mail address: \_\_\_\_\_

Your mobile phone#: \_\_\_\_\_

Official given name, if different from above:

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