



[office] 719.866.4567 [fax] 719.632.0979  
[website] [usafieldhockey.com](http://usafieldhockey.com)  
[address] 1 Olympic Plaza Colorado Springs, CO 80909

# USA FIELD HOCKEY

## EMPLOYEE HANDBOOK



Member, U.S. Olympic Committee

# USA Field Hockey Employee Handbook Index

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## **Introduction and At-Will Statement**

As an employee and team member of USA Field Hockey, you are expected to carry out your job functions in a professional manner and in a manner that represents the Olympic values. This Employee Handbook (“the Handbook”) summarizes USA Field Hockey’s employment policies and practices and the benefits for which you are eligible as an employee. For a full description of your benefits you should consult our specific benefits statement, plan documents or summary plan descriptions, and, in the event of any conflict between or among this Handbook, oral representations, and the more specific benefits statements, plan documents and summary plan descriptions, the benefits statements, plan document and summary plan descriptions will control.

This version of the Employee Handbook is effective as of July 15, 2014, and it supersedes all prior versions.

### **ABOUT THE EMPLOYEE HANDBOOK**

This handbook is designed to acquaint you with USA Field Hockey and provide information about working here. The handbook is not all-inclusive, but is intended to provide you with a summary of some of the organization’s guidelines, policies and practices.

**EMPLOYMENT WITH USA FIELD HOCKEY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE ORGANIZATION, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON, AT ANY TIME. THE ORGANIZATION HAS THE SAME RIGHT. WHETHER CONSIDERED TOGETHER OR SEPARATELY FROM ANY STATEMENTS MADE BY MANAGEMENT, THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED. NOTHING IN THIS HANDBOOK CONSTITUTES A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.**

## PERSONNEL POLICIES

### **Open Door Policy**

We understand that in the normal course of a work day, questions or concerns will sometimes arise. USA Field Hockey strongly encourages all employees to seek help from their immediate supervisor and/or Human Resources regarding any concerns so that we can make every effort to help resolve them. Please do not assume that the company is aware of any questions or issues. We expect our employees and supervisors to make every reasonable effort to resolve any issue in question.

### **Equal Employment Opportunity**

USA Field Hockey is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members with regard to age, race, religion, color, sex, national origin, physical or mental disability, medical condition, sexual orientation, ancestry, citizenship or on the basis of any other classification protected by state, federal or local laws. We hire individuals solely based on their qualifications and ability to do the job. USA Field Hockey further believes that hiring qualified individuals contributes to the overall strategic success of the organization, and each employee, while employed, is hired to perform and make significant achievements for the position.

USA Field Hockey is committed to hiring the absolute best staff available.

USA Field Hockey is committed to a diverse workplace.

No one may be hired, by staff or volunteers, without the approval of the Executive Director.

Generally, positions will be advertised first on the USA Field Hockey website, the USOC website, and any other website related to field hockey or sport in general that is believed to be able to yield a strong field of candidates.

Generally, employees must be in their current position for at least six (6), and preferably twelve (12) months before applying for new positions.

New hires are subject to an introductory period of not less than 3 months. Employees failing to successfully complete the introductory period will be terminated.

## **Immigration Law Compliance**

USA Field Hockey is required by federal immigration laws to verify the identity and legal ability to work of all individuals before they are hired. Every potential employee must attest to his or her identity and legal authority to work on an I-9 form provided by the federal government. This verification must be made as soon as possible after an offer has been made and in no event more than 3 days after an individual is hired. All offers of employment are contingent on furnishing satisfactory evidence of identity and legal authority to work in the United States of America.

## **Discrimination and Harassment Policy**

USA Field Hockey is committed to providing all Team Members with a work environment that is free of harassment, discrimination and/or retaliation based on 1) actual or perceived age, race, color, creed, religion, color, ancestry, national origin, citizenship, marital status, veteran status, registered domestic partnership status, medical condition (including genetic characteristics), physical or mental disability, medical condition, sexual orientation, ancestry, citizenship or on the basis of any other classification protected by state, federal or local laws. Any form of harassment or retaliation will not be tolerated 2) an individual's actual or perceived association with persons in any of the foregoing protected categories and 3) any other basis protected by federal, state or local laws regulations or ordinances. This policy prohibits discrimination and harassment in violation of this policy in any form, including verbal, physical and visual discrimination or harassment, and also prohibits retaliation against any person who reports or threatens to report discrimination or harassment with a good faith belief that such discrimination or harassment has occurred, or who truthfully cooperates in an investigation of alleged discrimination or harassment.

Harassment may take several forms, such as: degrading comments, offensive materials, emails, or language, intimidation, or other verbal, visual, or physical conduct of a sexual, racial, ethnic, religious, disability-related nature which could create a hostile, intimidating or offensive work environment. Examples of harassment in violation with USA Field Hockey policy, in particular may include, but are not limited to:

- degrading comments of a sexual, ethnic, racial, age, religious or disability nature
- unwelcome sexual flirtations, advances or propositions
- offensive materials, emails or language of a sexual, ethnic, racial, age, religious or disability nature
- a display in the workplace of sexually suggestive objects or pictures
- touching, hugging, pinching, patting or brushing against another person's body
- a threat or action that makes the affected individual's employment, work-related opportunities or benefits subject to submission of sexual demands.

All members of management are held accountable for the effective administration of this policy. All reports of harassment or discrimination would be reported immediately based on the Open Door Policy. Any and all reports should be thoroughly investigated in an objective manner and all information obtained will be kept as confidential as possible. Please bring all complaints and concerns to an immediate supervisor's attention and/or Human Resources so it can be resolved.

Violations of this policy is intolerable, and will result in appropriate discipline, up to and including termination.

### **Complaint Resolution Process**

If at any time an employee or supervisor has a complaint, we ask that all employees report it to their immediate supervisor for review. Every effort to resolve the issues will be made. If the supervisor is involved in the complaint in some way, we ask that the team member go to Human Resources and/or to the Executive Director. All complaints will be taken seriously and handled in a way that is consistent with local and state laws and will be treated confidentially.

### **Career Opportunities**

Your career growth and development are very important to USA Field Hockey. We pride ourselves in making sure ambition and dedication are acknowledged. USA Field Hockey encourages managers to promote from within when possible. Most job postings are posted on the internet or on our website.

As a general rule, employees are required to remain in a position a minimum of six months before being eligible for promotion or transfer to another department. An employee under documented coaching and counseling action (within 90 days) may not be considered as a candidate.

USA Field Hockey may consider employees for positions not posted and at our discretion.

## **BENEFITS**

Throughout this document, family is defined as husband, wife, domestic partner, and children.

### **Medical, Dental & Vision Insurance**

USA Field Hockey currently provides medical, dental and vision coverage for every full-time employee. Employee contributions will be required based on the coverage selected. Employees will have the option to cover eligible dependents under these plans for an additional employee contribution. Premiums are deducted from each pay check. More information regarding these benefits can be obtained from the Accounting or Human Resources Departments.

### **403B**

Full-time employees may elect to participate in a voluntary Tax Sheltered Annuity (403 B) retirement savings plan offered by TIAA-CREF. After one year of employment, USA Field Hockey will contribute matching contributions up to 4% of an employee's annual base salary. Employees are, however, eligible to participate in the plan upon hire **without** matching contributions by USA Field Hockey during that first year period. You will be notified when you become eligible to participate.

### **Cafeteria Plan**

USA Field Hockey offers its full-time employees Flexible Spending Account, a cafeteria (pre-tax savings) plan for medical and daycare expenses not covered by insurance and dependent care.

### **Time Off & Leaves of Absence**

Time off (including sick leave) must be reported to the Chief Financial Officer who maintains the organization's records for vacation, personal days, sick, and other leave. "Request for Time Off" form is to be completed by the employee for supervisor's approval and the signed form is then forwarded to the Chief Financial Officer for payroll reporting purposes.

### **Vacation**

Regular full-time employees are granted vacation benefits (paid time off) if they are scheduled to work 32 or more hours per week. Vacation benefit accrual will begin with the first day of employment. Eligible regular full-time employees accrue vacation time as follows unless otherwise stated in employee contract:

- 1) 0 – 3 years of service completed earns 0.83 days per month or 10 days per year.
- 2) 3 – 10 years of service completed earns 1.25 days per month, or 15 days per year.
- 3) 10+ years of service completed earns 1.6 days per month, or 20 days per year.
- 4) In order to encourage employees to take a vacation each year, a cap of 120 hours (15 days) may be rolled over to the next year. Employees are encouraged to use all vacation time to avoid losing any hours of vacation entitlement.
- 5) Vacation time of greater than 10 consecutive working days requires the approval of the Executive Director.
- 6) Vacation time may not be taken during the USA Field Hockey annual audit without the express written permission of the Executive Director.
- 7) Employees are eligible to take vacation as it accrues with approval by supervisor.
- 8) With approval of the Executive Director, employees may take time off in excess of their accrued benefits, but such time off will be unpaid.
- 9) Upon separation from USA Field Hockey employees will be paid all earned, but unused vacation days.
- 10) Any questions regarding this benefit should be addressed with the Human Resources Department.

### **Holidays**

- 1) USA Field Hockey follows the USOC announced schedule of holidays. Holidays typically observed include: New Year's Day; Martin Luther King, Jr. Day; President' Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving Day; Christmas Eve; Christmas Day; New Year's Eve.
- 2) USA Field Hockey does not automatically award discretionary days off granted by the USOC to its employees.
- 3) Regular full-time employees regularly scheduled to work 32 hours or more per week are eligible to be paid for USA Field Hockey designated holidays from the first day of employment.
- 4) If a holiday falls during an employee's approved vacation, the employee will be paid for the holiday and will not be charged with a vacation day.

### **Personal Days**

Regular full-time employees are granted three (3) personal days each calendar year to be used at the discretion of the employee subject to supervisor approval. Personal days must be used within the calendar year. Personal days cannot accumulate and are forfeited upon separation from USA Field Hockey.

### **Workers Compensation**

Injuries incurred in the performance of employment duties are insured by National Casualty and USA Field Hockey for compensation and benefits required by the worker's compensation law. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The cost of this coverage is paid completely by USA Field Hockey. Injuries sustained while working must be reported within 24 hours to the Executive Director, Chief Financial Officer or Human Resources regardless of how slight. An injured employee will be expected to follow up with Human Resources after reporting/receiving an injury/accident at work for the following reasons:

- To complete an Accident Report so as to ensure timely processing of any claim made
- To answer any questions the injured worker may have
- To ensure restrictions given by an authorized medical provider are being followed
- To help assist with finding temporary, modified work (if needed)
- To help assist with any claim related reimbursements

### **Jury Duty and Witness Leave**

USA Field Hockey supports employees in the fulfillment of their civic duty to serve on juries and awards pay for days spent on jury duty. However, in the event of prolonged service USA Field Hockey reserves the right to pay only the balance between the jury fee and the salary of the employee. Employees must notify their supervisor and the Chief Financial Officer of pending jury duty.

Employees shall also have protected time off to appear in court, in compliance with a subpoena or other court order, as a witness in any judicial proceeding, and if the employee is a victim of domestic violence and/or sexual assault to seek judicial relief and /or medical attention for the employee and/or children of the employee. Any court orders or subpoenas should be brought to Human Resources immediately after it has been received. If the employee can't provide advance notice of an absence regarding legal issues that affect an employee's work schedule, performance and/or any other work related reason, USA Field Hockey reserves the right to require certification to support their absence. It is the employee's responsibility to keep us updated as to how long the employee will be absent due to any of the foregoing reasons. Employees missing work for reasons related to domestic violence and sexual assault will have the option to use any accrued vacation and/or any other protected leaves they may qualify for.

### **Discretionary Time Off**

Employees may be granted discretionary time off at the sole discretion of the supervisor based on USA Field Hockey travel requirements over holidays, weekends and extended periods of time. It is the responsibility of the supervisor to report such time off to the Chief Financial Officer.



**Time off to Vote**

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request up to two paid hours off from work in order to vote. Whenever possible employees should make their request as least two day prior to the election. When you return from voting, it is necessary to present a voter’s receipt to your Supervisor.

**Snow Days & Delayed Starts**

- 1) USA Field Hockey will observe early snow closings based upon the posted USOC calendar. Information can be accessed by calling 866-4766 (866-4SNO).
- 2) USOC late starts or early closings due to the weather will not affect staff vacation time. However, if the USOC is closed for the entire day and a staff person is on vacation, sick, or on a personal or comp day the staff person will not be charged with a vacation, personal, sick, or comp day.
- 3) Staff must use vacation or personal time for paid time off due to severe weather when the complex is open for business. If a personal or vacation day is called in and the USOC closes early, the early closing time will not be credited toward the day taken off.
- 4) Snow days only apply to Colorado Springs employees.

**Bereavement**

Eligible regular full-time employees are granted up to three days of paid bereavement leave per occasion for immediate family (as defined by the IRS). Employees may use personal days or vacation days to extend the leave with approval of the Executive Director.

**Sick leave**

Eligible regular full-time employees are provided paid sick leave benefits for periods of temporary absence due to illness or injuries. Sick leave must be earned before it can be used. Sick leave benefits may be used for those times when employees are normally scheduled to work and will be calculated based on the employee’s regular pay rate at the time of the absence. Eligible regular full-time employees will accrue sick leave benefits at the rate of four (4) hours per pay period, equal to twelve (12) days per year. Sick leave benefits accrue from the first day of employment. Unused sick leave benefits will be allowed to accumulate up to a maximum of 480 hours per year for short term disability. Abuse of sick leave may result in disciplinary action up to and including termination of employment.

Certification from a health care professional may be required for absences of more than three days. In addition, USA Field Hockey reserves the right to require written verification of an illness as deemed appropriate. Eligible employees may use sick leave benefits for absence to injury or illness of their own or their immediate family defined for sick leave purposes as their spouse, their parent or their child, which include:

- 1) Illness (doctor’s note after 3 days)
- 2) Injury (doctor’s note after 3 days)
- 3) Care of a sick child
- 4) Care of a critically ill immediate relative (spouse, partner, child, parent)

5) Pregnancy and delivery related leave

**Family Leave**

- 1) Family leave may be requested only after completing 90 calendar days of service.
- 2) Unpaid family leave of absence may be requested by regular full-time employees who need to take time off from work duties in order to meet family obligations directly related to childbirth, adoption, or placement of a foster child.
- 3) Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider. A health care provider's statement verifying the need for family leave may be required with the start and expected end dates.
- 4) Family leave should be requested where possible to immediate supervisor at least 30 days prior to date leave would start in order for supervisor to plan for absence.
- 5) Eligible employees may request up to a maximum of 12 weeks of Family Leave within any 12 month period. The 12 week maximum applies to any combination of both Family Leave and Medical Leave during any 12 month period. Before beginning an unpaid Family Leave, you must first use any available paid leave such as personal, vacation or sick benefits.
- 6) Subject to the terms, conditions and limitations of applicable plans, health insurance benefits for the full period of any approved family leave will be continued.
- 7) Upon return from family leave, employee will return to the same job if it is still available. If that job is no longer available, employee will be placed in an equivalent job for which they are qualified. If the employee does not come back to work promptly at the end of a family leave, it will be assumed they have resigned.

**IMPORTANT POLICIES & UNDERSTANDINGS**

**Zero Tolerance**

USA Field Hockey has zero tolerance for the abuse of drugs or alcohol in the workplace. We believe employees or team members under the influence of a drug or alcohol on the job compromises our best interests, endangers the safety and health of not only the individual, but those around them and can disrupt a productive work environment.

In an effort to ensure a drug-free workplace, USA Field Hockey prohibits the following acts; and violation of said acts will result in disciplinary action up to and including termination of employment:

- Drinking or using a drug on company premises/property
- Being under the influence of alcohol or illegal drug or other controlled substance
- Unauthorized used, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol or of any illegal drug or other controlled substance
- Purchase, sale, manufacture, distribution, transportation, or dispensation of or abuse of any legally prescribed drug in a manner inconsistent with law.

- Working while impaired by the use of a legal drug whenever such impairment might endanger safety, pose a risk of damage, interfere with job performance or the efficient operation of USA Field Hockey business.

Nothing in this handbook is intended to restrict or regulate an employee or team member's conduct while off the job, but if any of the above activities affects the work place in any way, it is considered a violation of this policy.

### **Compensation**

- 1) Payroll checks are issued twice per month (on the 15<sup>th</sup> and the last business day of each month). When either of these dates fall on a weekend or holiday checks are issued on the preceding Friday. Direct deposit is available for all employees.
- 2) Deductions, required by applicable law, are taken from each employee's compensation. Among these is Federal, state, and local income taxes. Social Security taxes on earnings up to a specified limit are also deducted.
- 3) Eligible employees may voluntarily authorize deductions from their paychecks for benefits beyond those required by law. Among these is the Flexible Spending Account (a cafeteria plan).
- 4) Deductions for plans elected by the employee will be taken for health insurance, all optional benefits and the 403 B Retirement Savings Plan.
- 5) Employees are required to report all sick days, vacation days, personal days, jury duty, bereavement leave, etc. to immediate supervisor A Request for Time Off form must be submitted and approved by employee's Supervisor, and submitted to the Chief Finance Officer.

### **Work Schedule / Breaks**

Office hours and breaks vary from place to place and position to position. All employees should discuss with their supervisor schedules and breaks upon hire.

### **Background Checks**

All employees must be willing to submit to a background check as a condition of employment with USA Field Hockey.

- 1) Background checks are required for all coaches, including National Coaches.
- 2) Background checks are required of all Futures coaches.
- 3) In addition to pre-employment background checks, background checks will be conducted on all active employees every two years, based on their employment hire dates. Employees' continued employment with USAFH is contingent upon employees' passing the successive background checks as the checks are conducted.

### **Termination**

Advance notice is not required, if an employee wishes to resign, but at least two weeks written resignation notice when possible is requested. USA Field Hockey and employees are both legally entitled to terminate the employment relationship unilaterally, with or without cause, and with or without notice, at any time. All employees that separate from USA Field Hockey, voluntary and involuntary, will be subject to an exit interview to:

- 1) Return USA Field Hockey issued equipment
- 2) Provide passwords and other access-controlled data
- 3) Turn over files (hard copy and electronic)

Employees separating from USA Field Hockey will not be paid for unused sick leave or unused personal days. Employees will receive their final paycheck in accordance with applicable state law.

### **Discipline Procedure**

Organizational policies and procedures are critical for the orderly and effective operation of any business. In order to maintain a desirable level of employee conduct, our policies will be enforced. Violation of USA Field Hockey policies and procedures may lead to disciplinary action up to and including termination of employment. As explained elsewhere in this Employee Handbook, employment is at the mutual consent of the employee and the employer, and may be terminated at any time, at will, by either the employee or the employer. Nonetheless, for some offense of rules, regulations and incidents of poor performance, where USA Field Hockey determines it appropriate, it may attempt to give an employee a prior oral or written warning and an opportunity to attempt to improve or correct the problem before dismissal. However, if in management's sole discretion, a violation warrants immediate dismissal, or other discipline (for example, suspension), such action will be taken.

### **Performance Feedback**

Performance feedback is a critical tool for helping employees grow, develop professionally and understand what is expected of them while working at USA Field Hockey. Employees and Supervisors are asked to participate in a yearly performance evaluation process which includes the completion of a self-evaluation, a 360<sup>0</sup> evaluation and a formal evaluation. Performance feedback is a great opportunity to enhance communication, achieve goal clarity and most importantly, help our company and its employees grow together.

### **Confidentiality Policy**

Security is of upmost importance to USA Field Hockey and a necessary part of our business. The business activities of this company, including, but not limited to, information concerning other employees or team members, customers, members or business records is confidential. The greatest care must be taken by every employee not to discuss or even mention any of the above listed confidential information if the person to whom is receiving said information does not have a legitimate need to know the information. If there is a question as to whether something is confidential, an employee or team member should check with their supervisor first before sharing the information with someone else.

### **Computer/E-mail/Internet Use**

Computers, computer systems and some electronic media equipment (phones, laptops, printers, networks, software, internet connections) at USA Field Hockey are provided for some employees or team members for business-related use. Regarding the computer information, voice mail, e-mail or letters addressed to a company address, the employee or team member has no rights to privacy regarding this information. USA Field Hockey management may open, view or listen to any information as

needed. Users expressly waive any right of privacy in anything they create, store, send or receive on the computer or through the internet or any other computer network. It is the responsibility of the employee to see that these information systems are used in an efficient, ethical and lawful manner.

The use of information systems is a privilege extended by USA Field Hockey which may be withdrawn at any time. The use of any company owned equipment may be suspended immediately if a possible violation of any USA Field Hockey policy is found and disciplinary action may also result up to and including termination of employment.

While using any form of electronic media it is important that information sent or received is appropriate for receipt to all individuals named and that the sender is the appropriate person to send out said information. Any question as to whether something needs approval before disseminating, should be discussed with their immediate supervisor before sending.

## CODE OF ETHICS

### 1. General

**1.1: Article 21.** Article 21 of the By-Laws of the United States Field Hockey Association, Inc (“USFHA”) requires USFHA as the National Governing Body (NGB) for the sport of field hockey in the United States to adopt a Code of Ethics and an Ethics and Conflicts-of-Interest Policy (collectively, the “Code”) applicable to all USFHA employees, Board Directors, officers, committee members and volunteers. Article 21 also requires the Code to be approved by the United States Olympic Committee (USOC), and that each USFHA employee and volunteer annually certify compliance with the Code. This document fulfills the requirements of Article 21 as the Code of Ethics for USFHA.

**1.2: Purpose and Scope.** This Code of Ethics contains general guidelines for conducting the business of USFHA, consistent with the highest standards of ethical behavior. It aims to promote honest and ethical conduct and compliance with applicable laws, rules, regulations and standards within the organization. USFHA recognizes that no code of ethics or conduct can replace the thoughtful behavior of ethical individuals and organizations. However, such a code can focus attention on areas of ethical risk, provide guidance to help recognize and deal with ethical issues, and help to foster a culture of honesty and accountability within USFHA. To the extent this Code requires a higher standard than is required by commercial practice or applicable laws, rules or regulations, USFHA aims to adhere to these higher standards.

**1.3: Applicability.** The Code applies to all USFHA Board Directors; officers; employees; volunteers; members of USFHA committees and task forces; athletes, coaches, umpires, trainers, team managers, other officials and the like; agents and representatives acting on behalf of USFHA; and to independent contractors, companies and consultants working for USFHA. For the purposes of this Code, the above individuals and organizations are referred to in the Code as “USFHA Representative” or “USFHA Representatives”.

**1.3: Other Applicable USFHA By-Laws.** The following USFHA By-Laws are also applicable to ethical principles and standards, good ethical practices and the avoidance of conflicts-of-interest, and are incorporated into this Code:

- By-Law 5.4 - Qualifications. A Board Director shall “have the highest personal values, judgment and professional integrity”; and “have demonstrated exceptional ability and judgment.”
- By-Law 5.12 – Conflict of Interest. This By-Law prohibits a Board Director, an officer, a member of any committee, employee, paid consultant to, or agent / representative of, the USFHA from participating in the “negotiation, evaluation or approval of any contractual arrangement” with USFHA if he/she or their immediate family would financially benefit from the arrangement. If such an individual finds out that such an arrangement is proposed, then he/she is required to promptly notify in writing the Board Chair, who in turn discloses it to the Board and refers it to the Ethics Committee for determination whether there is a conflict-of-interest. The By-Law also states that in the event of there being a potential conflict-of-interest, such an individual is required to excuse himself /

herself from discussions and voting. A violation of this requirement entitles the Board to recover any financial benefit obtained, void the contractual arrangement, and to initiate disciplinary procedures against the individual concerned.

- By-Law 23.3 – Standard of Conduct for Directors and Officers, particularly 23.3.1 - General. This By-Law requires Board Directors and Officers to perform their duties in good faith, in a manner they reasonably believe to be in the best interests of USFHA, and with a care “an ordinarily prudent person in a like position would exercise under similar circumstances.”

**1.4: Code of Ethics Review and Update.** The USFHA Ethics Committee shall review and update the Code of Ethics annually and following any amendment of the USFHA By-Laws by the USFHA Board. If amended, the revised Code shall be submitted for approval to the USFHA Board and the USOC.

## **2. Definition of ‘Ethical Behavior’ and ‘Conflicts-of-Interest’**

**2.1: Ethical Behavior.** Ethical behavior is a commitment to do what is right; to obey all laws, rules and regulations; to behave with integrity and honesty; to avoid conflicts-of-interest and perceived conflicts-of-interest; to treat people fairly and to avoid discrimination, to respect diversity; to avoid behaving in a way that does (or could be perceived to) constitute sexual or other harassment; to accept accountability; to communicate openly, to behave appropriately when interacting with minors and juniors in a supervisory role; and to always behave in a way that is above reproach.

**2.2: Conflicts -of-Interest.** A conflict-of-interest is a situation in which an individual (including a corporate entity) who, contrary to the obligation and absolute duty to act for the benefit of an organization, exploits a relationship for personal benefit. ‘Personal benefit’ is here defined as a personal, family or business financial gain; a future consideration; a ‘quid pro quo’; or a ‘hold’ or undue influence over an individual (or corporate entity).

## **3. Code of Ethics Requirements**

**3.1: General Expectations of USFHA Representatives.** USFHA Representatives are expected at all times to meet the high ethical standard of behavior defined in 2.1 above; to avoid conflicts-of-interest and perceived conflicts-of-interest as defined in 2.2 above; and to observe all laws, rules and regulations applicable to USFHA’s business. No USFHA Representative has the authority to require or approve any action that would break the law or violate ethical standards. They shall avoid situations where they engage in activities that would accomplish indirectly for USFHA what USFHA could not directly do legally or ethically. No USFHA Representative shall feel that a compromising or unethical situation is justified by any possible business result.

### **3.2: Disclosure of Conflicts of Interest - General**

Notwithstanding the requirements of 3.3 below regarding annual disclosure certification, USFHA requires that USFHA Representatives disclose any situations that reasonably would be expected to give rise to a conflict of interest, or to a perception of a conflict-of-interest. If a USFHA Representative suspects that he or she has a conflict of interest, or something that others could reasonably perceive as a conflict of interest, the USFHA Representative must report it to the USFHA Ethics Committee. The USFHA Ethics Committee will work with the USFHA Representative to determine whether they have a conflict of interest and, if so, how best to address it.

### **3.3: Annual Disclosure Certification**

Notwithstanding the general requirements of 3.2 above, the following USFHA Representatives are required to annually certify that they have disclosed activities, situations and investments that involve, might appear to involve, or could result in a potential conflict-of-interest as defined in this Code. They must similarly disclose any circumstance or relationship that has the potential to influence, or be perceived to influence, the objectivity of their decision-making when representing or doing business for or on behalf of USFHA.

- USFHA Board of Directors.
- USFHA Officers.
- USFHA Senior Managers, including the Executive Director; Director of Finance; Finance Manager; Managing Director Olympic & Athlete Development, Strategic Partnerships; Director of Events; Director of Marketing and Brand Management; Technical Director of High Performance; Women’s National Team Coach; and Men’s National Team Coach. The Executive Director may require other USFHA employees or staff to comply with this annual disclosure certification requirement at his / her discretion in consultation with the Ethics Committee.
- All members of the following USFHA Committees: Judicial, Ethics, Nominating, and the Athletes Advisory Committee.

Circumstances which could involve potential conflicts-of-interest include, but are not limited to, the following.

- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) which involve acting as an owner, vendor, manager, employee, agent, representative, consultant or the like in a field hockey-related business (e.g. college recruiting consulting, sports camps, coaching, team management, equipment and clothing supply) (whether or not they may be in conflict with the interests of USFHA).
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) as above which involve the USOC, IOC, FIH, PAHF, or other NGB that may conflict with the interests of USFHA.
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by or with family members) as above which involve sponsors of, and vendors / suppliers to, USFHA or USFHA-sanctioned events.



- Past, present or pending financial contributions, loans or donations made by the individual; or by an organization that the individual has a substantial personal, family or financial interest in, or where that individual is an officer, director or senior manager; to the USFHA, IOC, FIH, PAHF, or other NGB.
- Outside business activities, interests (financial or otherwise), associations or relationships (including those by family members), however minor, with a USFHA Board Director, USFHA Senior Manager or USFHA Committee member (including businesses controlled by them) as defined in this clause.
- Membership of private and public foundations, and other non-profit organizations, associated with USFHA and /or field hockey in the United States.
- Placement of USFHA business in a firm owned or controlled by a USFHA Representative, volunteer, family member, or personal friend.

Disclosure of the above and the like is mandatory as part of the annual certification process. Such disclosure is required to ensure that business decisions made on behalf of USFHA are protected from potential outside influence.

In the event of uncertainty about disclosing a particular circumstance, individuals should err on the side of caution. Conflicts-of-interest that do not exist may be perceived by others to exist.

Individuals who do not disclose, or provide false, deliberately-incomplete, or misleading information, may be subject to sanctions by USFHA that include employment termination or exclusion; termination of USFHA membership, and exclusion from volunteer service.

Certification of compliance shall be made on the Annual Disclosure Certification Form as appended to the Code, or as is subsequently amended by the USFHA Ethics Committee and approved by the USFHA Board.

Each year, the Executive Director shall ensure that all required Annual Disclosure Certification Forms are reviewed upon completion by the USFHA Ethics Committee.

### **3.4: USFHA Board of Directors Annual Ethics Training**

The Ethics Committee shall conduct annual ethics training for the USFHA Board, preferably at the Board Meeting immediately after any election of new Board Members each year.

### **3.5: Publication of the Code of Ethics**

Once approved by the USFHA Board, the Code of Ethics shall be posted continuously on the USFHA website in a prominent location.

### **3.6: USFHA Employee Orientation**

A copy of the Code of Ethics shall be included as part of the orientation of new USFHA employees.

## STANDARDS OF CONDUCT

It is within the sole discretion of USA Field Hockey to determine whether an employee has violated any policy revolving around codes, ethics and conduct. To help employees have a better understanding of what is or is not acceptable, a list of prohibited conduct is listed below. It is important to note that it is impossible to provide an exhaustive list of types of prohibited conduct, therefore only some examples will be given. Employees who engage in conduct including, but not limited to the following, may be subject to disciplinary action up to and including termination.

- Theft, destruction or misuse of property or assets
- Disorderly conduct of any kind including fighting or any willful act resulting in injury to others
- Disclosure of confidential information when not directly job related or appropriate
- Possession of a weapon, weapon materials, or the use of any object as a weapon on company property or job site
- Being under the influence of or using intoxicants, narcotics, drugs or the illegal use of drugs on company property.
- Violating USA Field Hockey's policy against harassment and discrimination
- Performing activities other than company work during working hours
- Refusing a direct order from your supervisor (insubordination)
- Inappropriate phone handling of customer/member calls including but not limited to rudeness, tone of voice or not acknowledging calls.
- Excessive tardiness or absenteeism
- Conflict of interest such as working for another company/organization engaged in competing or similar business without prior approval from the Executive Director
- Concealing mistakes
- Gambling on company property or on property
- Falsifying time records or money related reconciliations
- Indulging in horseplay
- Inability to get along with other employees, team-members or management, causing disruption in the department or other areas within USA Field Hockey including the use of inappropriate language.
- Loafing or sleeping on the job
- Using profane, abusive, or threatening language towards fellow employees, supervisors, team-members, members or customers
- Engaging in immoral conduct or indecency
- Failing to report an injury to a supervisor, no matter how slight
- Any behavior, action or activity that presents itself as a potential safety emergency or threat issue to another person or company property.
- Falsification of any USA Field Hockey company record or any documentation provided by the employee to the company
- Actions or behavior on the job which negatively affect USA Field Hockey's reputation or the reputation of its sponsors.
- Other serious misconduct.
- Violation of any policy or procedure of USA Field Hockey.

## FINANCIAL POLICIES

USA Field Hockey is dedicated to ensuring that all financial operations of the association are conducted with integrity, ethics and according to generally accepted accounting practices. To achieve this goal, internal controls have been established to safeguard the association's assets and provide employee and volunteers with policies to ensure compliance with those standards.

### General Information

USA Field Hockey operates on a calendar year.

USA Field Hockey accounts are maintained on an accrual basis.

Checking accounts will be maintained for the purpose of receiving and disbursing checks.

Investment accounts shall be maintained for the purpose of earning interest on surplus cash funds and to create a reserve for cash flow purposes.

Credit card accounts will be maintained for employees who must travel in the course of their duties. USA Field Hockey credit cards are issued exclusively for business purposes.

No petty cash account over \$500 will be maintained in the offices of USA Field Hockey.

Independent, external or separate accounts are not permitted.

A qualified, independent certified public accountant shall be nominated by the Treasurer and selected by the Board of Directors to perform an annual audit of the organization's financial records, and to submit an opinion with the audited financial statement to the Board of Directors by May 15<sup>th</sup> of each year.

Records of the organization's financial activities shall be kept current and accurate. Employees are individually responsible for monitoring, and correcting if necessary, the accuracy of all transactions recorded against their program accounts.

All transactions involving the exchange of any kind of organizational asset must be recorded and reported to Accounting using the appropriate forms. These items will then be recorded in the computerized accounting records of the organization.

- a) Cash and checks
- b) Value-in-kind
- c) Donated products
- d) Gifts
- e) Grants

All transactions must include the source of the item, the program to debit/credit, a detailed description of the item(s), the value of the items and the name and signature of the person recording the transaction.

Value-in-kind will be accounted for by generally accepted accounting practices. Only budget-relieving VIK will be accepted by USA Field Hockey.

Directors' and Officers' insurance will be purchased through a commercial insurance policy to insure directors and employees for dishonesty, forgery and alteration.

Physical inventory will be conducted every two years at the end of the fiscal year.

Disposal of assets of greater than \$1,000 current market value must be approved for disposal/write-off by the Executive Director. This applies to furniture, equipment, apparel, etc.

### **Bank Statement**

Bank statements shall be received and opened by the Chief Finance Officer who will prepare a monthly reconciliation. Any material errors or omissions shall be reported to the Executive Director. Periodically the Executive Director may ask an independent accountant to perform the bank reconciliation.

### **Bidding**

Items to be purchased costing more than \$1,000 per unit requires three competitive bids be provided with the completed Purchase Order.

Exempt from this bidding requirement are:

- a) Sponsor VIK product
- b) Regulated products (e.g., special hockey balls mandated by FIH)
- c) Service contracts tied to specific products (e.g., Xerox)
- d) Sole source items such as task specific software.

Capital expenditure (life of one year or more) require three competitive bids, except where a sole source justification is appropriate and approved.

### **Budget**

USA Field Hockey prepares an annual budget for the operation of the organization and its programs. The budget is presented to the Finance & Audit Committee for review. The final budget is recommended to the Board of Directors for approval by the Finance and Audit Committee.

Staff are responsible for preparing proposed budgets for their programs and presenting them to the Executive Director for integration in the master budget. Staff are not permitted to exceed the approved budget limits of their programs without express written approval of the Executive Director.

Staff are required to submit a 12-month cash flow of revenues and expenses for each program.

Staff are required to audit their monthly program expenses.

### **Capitalized Assets**

Assets valued at greater than \$500 with a useful life of more than one year will be capitalized and depreciated over its useful life.

## **Checks**

All disbursements shall be made from the USA Field Hockey National Office by computer generated checks through the computerized accounting system. Checks will normally be cut within 10 business days of receipt of a Request for Payment. Unused checks shall be kept in a secure, locked location. Voided pre-numbered checks will be preserved in numerical sequence with the signature corner torn off to preclude their being subsequently used.

Checks will only be issued after approval by the Executive Director of the requests with original supporting documentation. Checks will be signed by the Executive Director or by the Director of Event Logistics in the absence of the Executive Director. Signed checks will be same-day mailed and the supporting documentation appropriately filed in Accounting for easy access.

Hand written checks may only be written with the approval of the Executive Director, and must bear two approved signatures.

All checks, written and unwritten must be accounted for.

Checks for greater than \$25,000 require signatures of both the Executive Director and the Director of Event Logistics.

Supporting documentation for checks must be maintained in the files/archives for not less than seven years.

No checks drawn on USA Field Hockey accounts may be made out to “cash,” “bearer”, or “currency”.

## **Contracts**

Only the Executive Director may sign contracts or other agreements binding the organization to perform, for products, sponsorships, services, rentals, etc., unless otherwise identified. Programs seeking to enter into an agreement that binds the organization to perform must present, prior to signature, a summary of the terms and the dates and manner in which both parties must provide fulfillment of the agreement to each other.

## **Contract Labor**

Contract labor services require a written agreement defining the scope of services, compensation, and covered and non-covered expenses. Individuals providing contract labor services must provide a completed W-9 form (with Social Security Number) before payment will be initiated.

Contract labor compensation of \$600 or more per individual per calendar year will be reported to the IRS on a Form 1099.

## **Credit Cards**

Credit cards are issued to employees and volunteers on a strict “as needed” basis and should be used only as a necessity - rather than a convenience.

USA Field Hockey credit cards are to be used exclusively for business purposes. Any infraction regarding inappropriate credit card usage will be taken seriously and may result in cancellation of the credit card as well as disciplinary action, up to and including termination of employment. Employees who travel frequently will have a permanent card issued with an appropriate established credit limit. Employees who travel infrequently may receive a travel advance when they do travel (take groups on tour) with approval by the Chief Finance Officer.

Credit cards must be reconciled, using the appropriate Credit Card Reconciliation form, within 3 business days of receiving the monthly statement.

Original receipts are required for every charge in the credit card reconciliation. Meals that are charged must include the original, itemized receipt. Additionally, alcoholic beverages may not be charged on company credit cards and will not be reimbursed, unless prior approval by Executive Director has been received.

Credit card receipts must be “pasted up” with a separate sheet for each expense type. Failure to reconcile the credit card accurately or within 3 days may result in cancellation of the credit card privilege.

Lost or stolen credit cards or fraudulent transactions must be reported immediately to the Chief Finance Officer.

### **Direct Billing**

Direct billing, rather than credit cards, will be used for substantial one time payments wherever feasible for purchases made by USA Field Hockey.

Purchases to be direct billed include

- a) Hotel room blocks
- b) Group meals at events
- c) Facility rentals
- d) Group transportation rentals (coaches, fleet of vans, etc.).

### **Gifts**

Gifts of goods or services received in the course of doing business on behalf of USA Field Hockey must be turned in to the Accounting Office using the Gift Report.

Items exempt from these procedures are:

- a) Perishable food or beverage items
- b) Logoed apparel items valued at less than \$25 (shirts, hats, etc.)
- c) Trinkets valued at less than \$10 (pins, pens, magnets)
- d) Trade show promotional items that are available to all attendees.

### **Grants**

USA Field Hockey does not make cash grants to other non-profit organizations. USA Field Hockey makes equipment grants to qualified applicants through a grant application process. All grant applications made on behalf of USA Field Hockey must be approved and signed by the Executive Director. Grant applications to the US Field Hockey Foundation must be signed by the Executive Director and approved by the Board of Directors. Third parties seeking grants from the US Field Hockey Foundation must first submit the grant application to USA Field Hockey for review and approval by the Board of Directors.

## **Inventory**

Each department is responsible for maintaining a running inventory of equipment and other items of value (uniforms, gifts, computers, printers, phones) and providing this information to the central inventory.

## **Loans**

Loans taken out in the names of USA Field Hockey exceeding \$10,000 must be approved by the Board of Directors. Loans to employees, volunteers or other related parties are strictly forbidden.

## **Payroll**

USA Field Hockey pays its employees by direct deposit to the employees' bank account. Payroll is issued 24 times per year on the 15<sup>th</sup> and the last business day of each month. If a payday falls on a holiday or weekend, employees will be paid the day before the holiday or weekend. Advances against future earnings are not permitted. Employees need to report any payroll discrepancies (regular hours or overtime hours) immediately to a supervisor.

Certain deductions required by law will be deducted from each employee's wages. These include federal income taxes, social security tax (FICA) and state taxes. All legislated or court mandated deductions as well as voluntary employee authorized benefit deductions will also be subtracted (if applicable) from an employee's paycheck. Each payday an employee will receive a pay statement, which itemizes the gross pay, deductions, taxes, and the net pay received.

All employees are responsible for keeping your Supervisor, Human Resources and the Accounting department informed of any changes of important information. Address, marital status and dependent changes all can have an impact on your income tax withholdings and/or important information that may sent to your home.

## **PAYMENT**

### **Invoices**

All incoming invoices shall be received, opened, date stamped and distributed by the Office Manager or designee. All invoices will be immediately routed to the employee person responsible for the identified cost center. Employee members receiving incoming invoices must check them for accuracy.

A **Payment Request form** must be completed and accompany all invoices and forwarded to Accounting within 10 days of receipt for payment and entry into the computerized financial records.

### **Reimbursements**

All funds expended on behalf of USA Field Hockey, through cash, credit card, traveler's checks, advances, etc. must be reported using either a **Cash Reimbursement** form within 10 days of incurring the expense, or a **Credit Card Reconciliation** form within 3 days of receiving the credit card statement.

Reimbursable and non-reimbursable expenses must be supported using detailed and itemized original receipts.

Receipts must be "pasted up" with a separate sheet for each type of expense.

A separate form must be completed for each invoice.

## **RECEIVING**

### **Cash/Checks**

All incoming mail shall be received, opened, dated and distributed by the Office Manager (or designee). Only mail marked “Personal and Confidential” should remain unopened for distribution.

All checks will be immediately entered on daily check log:

- a) noting the cost center/program to be credited
- b) the records maintained in the appropriate department files
- c) submitted directly to the Chief Finance Officer on the day of receipt
- d) Cash is to be submitted directly to the Chief Finance Officer.

Checks may not be left in mailboxes. Undeliverable checks must be locked in a secure location in the Accounting office overnight and distributed the next day.

All checks shall be deposited within 24 hours of receipt. They will be stored overnight in a secure location.

Cashing or endorsing over checks payable to USA Field Hockey is strictly prohibited.

### **VIK and Donated Products**

All incoming VIK shipments (contracted or donated) shall be received, and delivered to the responsible employee.

The responsible employee will check the shipment for accuracy (quantity, names, numbers, sizes, etc.) Errors or omissions must be reported to the vendor within 5 business days of receipt. Corrections or replacements must be monitored and recorded against the vendor VIK contract.

The VIK receipt shall be forwarded first to Accounting to be recorded as received in the organization’s financials.

## **REPORTS**

### **Financial**

Financial reports will be issued according to the following schedule

- a) To the Board of Directors
  - i) Annual Independent Audit
  - ii) Quarterly Summary Budget-to-Actual
- b) To the Finance & Audit Committee
  - i) Annual Independent Audit
  - ii) Quarterly Budget-to-Actual
  - iii) Quarterly Cash Flow
  - iv) Monthly Actuals
- c) To the USOC
  - i) Quarterly USOC Project Actuals
  - ii) Annual Budget



- iii) Annual Independent Audit
- d) To the Staff

- i) Monthly Program Detail

Monthly detail financial statements will be prepared and distributed to employees by the 10<sup>th</sup> of each month. Adjusting entries will be reported by the 12<sup>th</sup> of the month. Adjusting entry notification received after the 12<sup>th</sup> of the applicable month will be posted to the next month or the month during which the notification is received by Accounting.

- ii) Monthly Cash Flow

- iii) Monthly Actual to Budget

All reports, unless otherwise stated, will be prepared by the Chief Finance Officer and will be unaudited.

## **TRAVEL**

### **Guidelines**

Employees have the right to have their own overnight accommodations when traveling. At no time should a Supervisor share overnight accommodations with a subordinate employee.

### **Advances**

To ensure that USA Field Hockey employees are not required to use personal funds for business purposes, a Travel Advance may be approved by an employee's supervisor. To obtain an advance a Travel Advance Form must be completed including the estimate of expenses and a supervisor's signature authorizing the travel and the advance. Travel Advances must be reconciled to Accounting within 10 business days of the end of the trip with supporting receipts for every purchase. Outstanding balances on travel advances must be reimbursed promptly to USA Field Hockey with a check for the amount due. Failure to reconcile travel advances in a timely and accurate fashion may result in sanctions to the employee up to and including withholding from salary. Once a Travel Advance has been issued no further Travel Advances will be issued until the former has been satisfactorily reconciled.

### **Approvals**

All air travel must be booked at least 14 days in advance, and be approved by employee's direct supervisor before travel arrangements are made. Emergency travel (less than 14 days advance) requires the approval of the Executive Director.

Extra legs to a trip for non-USA Field Hockey purposes are the responsibility of the traveler. Reimbursement must be made to USA Field Hockey in advance of the travel.

Volunteers seeking to add legs to USA Field Hockey funded travel must reimburse 10 days in advance of the start of the itinerary.

### **Expenses**

Board and Committee members may

- a) Have air travel provided at the lowest available coach fare (provided the routing does not require more than 3 hours in layovers.)
- b) Have ground travel to the meeting (not the airport) reimbursed at \$0.40 per mile or lowest available airfare – whichever is lower.

- c) Donate their expenses to USA Field Hockey by marking the appropriate box on the Expense Reimbursement form.

Employees (including program/event volunteers) must submit a signed **Cash Reimbursement** for reimbursement of business travel costs as follows:

- a) Air travel provided at the lowest available coach fare.
- b) Lodging at mid-range hotels unless required by the event to be lodged at another class of hotel
- c) Meals up to a maximum of \$40 per day with supporting receipts as follows. This \$40 daily rate cannot be accumulated into future days (for example, a trip lasting 5 days does not equate to a \$20 meal on days 1 through 4 and a \$120 meal on day 5). It is a per day maximum and is not cumulative.
  - a. Breakfast \$10
  - b. Lunch \$10
  - c. Dinner \$20
- d) Ground transportation up to a mid-sized vehicle unless another class of vehicle is specifically required (vans, full size) plus fuel. Also included are shuttles and, if required, taxis.
- e) Airport shuttles, when available, are the preferred method of transportation to the hotel. Taxis are permitted where no shuttle service is provided.
- f) Mileage to the airport at \$.40 per mile.
- g) Phone, fax, and internet expense for business communications only.

For trips of greater than 7 days employees may elect to take a daily \$25 per diem for which no receipts are required. Employee signatures are required for per diem.

Entertainment (golf, event tickets, receptions, etc.) require advance approval of the Executive Director.

Meals for program employees and volunteers are not considered entertainment however, the names of all people for whom a meal was purchased must be recorded on the Expense Reimbursement attachment.

USA Field Hockey does not reimburse the following

- a) Air travel upgrades
- b) Airport lounge fees
- c) In-room movies, mini-bar, spa, etc.
- d) Upgraded or concierge level accommodations
- e) Meals that were paid for by others or by the USA Field Hockey program budget
- f) Limousines and town cars
- g) Parking or speeding tickets
- h) Tips and gratuities for personal services – luggage, valet, doorman, etc.

- i) Travel for meetings in Colorado Springs or the home location of the employee.

Reimbursable expenses include

- a) Shoes for athletes on National teams
- b) Event supplies
- c) Event mileage at \$0.40 per mile
- d) Special events as required by assignment.

### **Guests**

USA Field Hockey recognizes the support of employee families. However, when traveling for the association to work at events, accompanying guests are discouraged unless acting in the capacity of a necessary and identified staff role as approved by the event director and the Executive Director. In any such case the “guest” will be subject to all rules and responsibilities of regular staff (meetings, office duty, packing, errands, etc.)

### **Security-Financial**

The financial files of USA Field Hockey are maintained on the NGB Domain server and are proprietary and confidential to the organization except as otherwise identified in these financial policies.

Designated individual employee members may be granted password access to their own account data on a read-only basis. Sharing passwords is strictly prohibited. Violations of this policy will lead to immediate withdrawal of access privileges and may include other penalties up to, and including, termination.

Permission to access USA Field Hockey financial information is restricted to National Office computer terminals ONLY to protect it from viruses, worms, phishing, etc. Personal computers and computers belonging to other people are strictly prohibited for access to the organization’s financial records (including read-only files) without approval by the Executive Director. Violations of this policy will lead to immediate withdrawal of access privileges and may include other penalties up to, and including, termination.

## OFFICE POLICIES

USA Field Hockey operates its business under a set of policies that are designed to ensure employees are aware of normal business practices and that the business of the organization is conducted with accountability, professionalism, and integrity. USA Field Hockey is committed to having “the right people on the bus” and ensuring they “occupy the right seats.” The following policies are designed to provide every employee with the opportunity to fully meet the expectations of USA Field Hockey.

### **Absence from Office**

Employees are expected to keep personal absences to a minimum. If absence from the office is a result of illness or injury, the employee’s supervisor must be contacted by the beginning of the office day. The supervisor will post an email message.

When absent from the office for travel, employees must activate brief voice mail and email messages to indicate the duration of the absence and alternate options for the caller to accomplish their goals.

Absences from the office for USFHA business are to be posted by email.

Absences from the office for medical appointments, vet visits, etc., must be approved in advance by the supervisor and posted by email by the employee. If such visits exceed 4 (four) hours, the time will roll over to sick, vacation, or personal time.

Personal errands should be done during the lunch hour and not during business hours.

Working from home is not a practice of USA Field Hockey except for extreme cases that must be approved by the Executive Director on a case-by-case basis.

### **Alcohol, Drugs & Controlled Substances**

Use of illegal drugs by any USA Field Hockey employee is not tolerated at any time (work time or personal time). Penalties for the use of illegal drugs will be immediate termination without notice.

Alcohol consumption on the business premises is not permitted; alcohol consumption at appropriate times (evenings) while conducting official business is permitted in moderation.

Facilitation of or procuring alcohol for minors will result in immediate termination without notice.

Controlled substances may be used by USA Field Hockey employees *only when supported by a physician’s prescription*. Sharing or encouraging others to use controlled substances without a prescription will result in immediate termination without notice.

USA Field Hockey maintains a smoke-free work place.

### **Annual Review**

USA Field Hockey employees are subject to an annual performance review. The goal of performance reviews is to focus on helping employees improve their performance. These evaluations will also help guide, encourage and strengthen our teams within our organization to stay on track with the mission and vision of our USA Field Hockey organization as a whole.

Employees will receive a memo, regarding their review, from Human Resources prior to their anniversary date requesting the following:

- To complete a Self- Evaluation
- To give 5 names of employees who can give an adequate review of their work for a 360<sup>0</sup> Evaluation to Human Resources within a specified period of time as stated on the memo (usually 1 week)
- To return the Self-Evaluation to their Supervisor within a specified period of time as stated on the memo (usually 2 weeks)
- Upon receipt of the Self Evaluation and 360<sup>0</sup> results, a Manager will schedule a meeting to review both the Self-Evaluation, the Evaluation and 360<sup>0</sup> Evaluation with the employee. This meeting will take place in a confidential setting. Once the manager has completed their review, the employee will be given an opportunity to express any comments they have on the bottom of the Evaluation. The original forms for all evaluations will be placed in the employee's personnel file.

The employee must sign and initial review.

Employees are entitled to read their reviews and may make a copy but may not remove the original from the premises.

Records of performance reviews are maintained indefinitely by the organization.

### **Car Rental & Insurance**

Vehicles rented or leased by USA Field Hockey may only be operated by named employees or volunteers with a valid driver's license.

USA Field Hockey carries insurance on vehicles rented for business purposes and does not require the employee or volunteer to purchase additional insurance – unless required by the laws of the state in which the vehicle is being rented.

Volunteer drivers must submit a copy of their driver's license to the National Office 2 weeks in advance of the program. No other persons are permitted to drive USA Field Hockey leased or rented vehicles.

### **Chain-of-Command**

The Chair of USFHA is the chief elected officer of the association and serves as the Chair of the Board of Directors. The Chair also serves as an ex officio member of all standing committees with the exception of the Nominating and Governance Committee.

The Executive Director is hired by, and reports to, the Board of Directors.

All other employees are hired by and report to the Executive Director or a designated supervisor.

Senior staff may serve as expert advisors to Standing Committees of the Board, task forces, and ad hoc committees, however, they do not report to committees or committee chairs.

All matters from the Board to the staff are to be routed through the Executive Director.

All communications from the staff to members of the Board of Directors must be copied to the Executive Director.

## **Desktop Manual**

Each employee is required to maintain an up-to-date Desktop Manual that details the following:

- a) Job description
- b) Routine tasks specific to the job
- c) Contact list for the job
- d) Codes and passwords to USA Field Hockey files
- e) Frequently used forms
- f) Equipment issued
- g) Location of key documents (hard copy and electronic)
- h) Other special information

Desktop Manuals are to be kept out of sight in a designated location.

## **DOCUMENTS**

### **Archiving**

Documents that must be retained by the organization for long periods (legal, financial, personnel, etc.) must be properly filed, cataloged, and stored in secure dry storage.

### **Electronic**

Electronic files are the property of USA Field Hockey and must be kept on the USA Field Hockey site of the NGB Domain server. Any employee, or former employee, seeking to deliberately destroy or damage electronic corporate documents will be prosecuted to the fullest extent of the law.

### **Hard Copy**

Hard copy files must be maintained for all key programs in an organized fashion in an accessible location.

### **Retention**

- 6) All documents involving minors (under 18) are retained and stored by year until after the individual reaches 22 years of age, or 4 years, whichever is greater.
- 2) Records of adults are retained for 4 years.
- 3) Financial documents are retained for at least 7 years.
- 4) Audit information is retained indefinitely.
- 5) Personnel records are retained indefinitely.
- 6) Grievance documents are to be retained indefinitely.
- 7) Medical documents and logs are retained indefinitely.
- 8) Legal documents are retained indefinitely.

### **Shredding**

Discarded documents relating to financial, legal, or other confidential information such as Social Security numbers, passport numbers, bank accounts, must be shredded using the locked shredder bin.

### **Emergency Information**

Each employee will provide Human Resources and Accounting with information for contact in the case of an emergency.

### **International**

USA Field Hockey is part of the International Hockey Federation (FIH).

The Chair of USA Field Hockey is the organization's chief international spokesperson. Official communications from USA Field Hockey to the elected leadership of the FIH, PAHF and other National Associations shall be over the signature of the Chair.

The Executive Director manages the international business affairs of the organization. All business communications from USA Field Hockey shall be over the signature of the Executive Director.

## **OFFICE EQUIPMENT**

### **Cameras, Projectors, TVs, VCRs**

Cameras, still and video, are the property of the association and must be stored in the offices when not in use.

### **Cell Phones**

Employees who travel routinely will be issued a business cell phone with e-mail capabilities. The monthly allotment of minutes should be used for business calls only.

### **Copiers**

Copiers are provided for business use.

### **Office Hours**

Employees may elect to start work at 7:30 a.m. and leave at 4:30 p.m. or start at 8:00 a.m. and leave at 5:00 p.m. One hour is allocated for lunch. Business lunches may exceed one hour with notice given to the supervisor.

Once elected the employee must continue with the same schedule for a sustained period (not less than 6 months).

### **Personal Appearance**

The USA Field Hockey offices are a place of business and employees are expected to dress and groom professionally.

Employees may NOT wear logoed apparel issued by competitors to USA Field Hockey sponsors and suppliers at any official work function.

Summer attire (Memorial Day through Labor Day) permits a relaxed dress code that permits walking shorts provided they are teamed with an official USA Field Hockey logoed shirt and worn with tennis shoes or walking shoes. Summer attire does not include leisure shorts, tank tops (men), sun dresses (women), cut-offs. If worn, shorts must be a maximum of 6” above the knee.

Attire for camps, tournaments and other athletic environments should be professional to the environment such as khaki shorts/pants, staff shirt, USA Field Hockey logoed headgear.

Friday is “jeans day”, however if visitors are expected in the offices that privilege may be suspended for the day.

## **TECHNOLOGY**

USA Field Hockey technology needs are served by an independent contractor approved by the Executive Director. There are strict controls imposed by the USOC to protect the technology assets of all users of the NGB Domain server. These controls must be strictly observed by USA Field Hockey users.

### **Computer Hardware**

Laptop and desktop computers are issued for USA Field Hockey business purposes. Illegal or improper use is prohibited.

During travel, limited use of the laptop computer is authorized to check for personal messages and other routine personal tasks.

### **Computer Software**

Personal software may not be installed on any USA Field Hockey computer.

All software must be fully licensed for use by USA Field Hockey.

### **Computer Support**

Hardware and software support to USA Field Hockey computers is provided by an independent contractor. Staff members are not authorized to seek support from any other source without the expressed written approval of the Executive Director. Passwords are set to expire every 90 days.

### **E-mail**

The USFHA e-mail network is designed exclusively for use in company communications.

All e-mails on USA Field Hockey computers, incoming and outgoing, are documents of the Association and as such may be monitored and inspected by the organization without notice.

Cell phone e-mail capabilities should be used for business only. Personal e-mails should not be forwarded to the business e-mail address.

What you write in e-mails from your desktop, laptop, or cell phone is official communications of the association and should be given very careful consideration before pressing the “Send” key.

Employees should limit the use of “cc” (copying others) to a “need to know” basis and avoid mass “cc” mailings.

All e-mails sent to the Board of Directors or standing committees of the Board must be copied to the USA Field Hockey President and Executive Director.



Every bona fide e-mail merits a response, even if just to acknowledge and forward to someone else for action.

USA Field Hockey e-mail capabilities used for illegal or significantly inappropriate purposes (pornography, gambling, dating) will be cause for immediate termination without notice.

Email is the preferred method of communication. Skype or similar instant messaging services may be used strictly for business communication. Instant messaging use on USA Field Hockey computers, incoming or outgoing, are document of the Association and as such may be monitored and inspected by the organization without notice.

### **Security - Office**

Security for the National Office building is provided by ADT (888) 238-7374. Security codes are changed when employees leave the employment of USA Field Hockey. When the system is enabled at the end of the day, alarms will be activated by both opening exterior doors and motion detectors.

Each employee is provided with the security code to disable the alarms. In the event the alarm is enabled, the employee will call (888) 238-7374 and provide a password for the alarm to be turned off by the security company. If the alarm is not disabled the police will be alerted and USA Field Hockey will be charged for the false alarm.

Employees will maintain strict security over the codes for enabling and disabling the electronic security of the building.

Employees will keep keys to the office in a secure location and are prohibited from lending their keys to anyone other than a fellow employee. Duplicate keys to office doors and locked cabinets are maintained by the Chief Finance Officer in a secure location. No other duplicate keys are permitted.



**HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the USA Field Hockey Employee Handbook (the “Handbook”), which describes important information about USAFH, and understand that I should consult Human Resources if I have questions. I understand that this Handbook, considered alone or together with any other USAFH policy, practice or procedure, is not intended to create any contractual obligations related to continued employment or compensation. I understand that I should not view this Handbook, alone or together with any other USAFH policy, practice or procedure, as an employment contract and may not rely on it as a contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur at any time. I understand that USAFH may change, modify, suspend or cancel, in whole or part, any of the published or unpublished personnel policies or practices, at its sole discretion, without giving cause or justification to any employee. I understand that my employment with USAFH is employment-at-will and will remain employment-at-will unless I sign a written employment agreement that is also signed by the CEO or an authorized Human Resources representative.

I understand and agree that I will read and comply with the policies contained in this Handbook (to include the Code of Ethics and Standards of Conduct) and any revisions and am bound by the provisions contained therein. I acknowledge and agree that should I violate any of the policies in the Handbook, I may be subject to disciplinary actions up to and including termination of employment.

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Employee name (Printed)

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Employee Signature

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Date