



Employee Handbook

Revised April 30, 2026

Also includes:

Whistleblower Policy
Finance Policy and Procedures
Office Policies
Confidentiality Agreement
Social Media Guidelines
Gifts and Entertainment Policy
Document Management and Retention Policy

USA Field Hockey Employee Handbook

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IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

This Handbook, and any applicable state supplement, is designed to acquaint employees with the Company and provide some information about working here. The Handbook is not all inclusive but is intended to provide employees with a summary of some of the Company's guidelines and our expectations regarding your conduct. This edition supersedes and replaces all previously issued editions and any inconsistent verbal or written policy statements issued prior to this Handbook.

At USA Field Hockey, neither the Employee nor the Company is committed to an employment relationship for a fixed period of time. Employment with USA Field Hockey is at-will. Employees have the right to end their work relationship with the Company, with or without advance notice, for any reason. The Company has the same right. The language used in this Handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor is there a guarantee of employment for a specific duration. No representative of USA Field Hockey, other than the Executive Director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the Executive Director or his or her authorized representative and the employee.

The contents of this handbook are summary guidelines for employees and therefore are not all inclusive. Except for the at-will nature of the employment, the Company reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of USA Field Hockey. These changes may occur at any time, with or without notice.

No employee handbook can anticipate every circumstance or question. After reading the Handbook, employees who have questions should talk with their immediate supervisor or the Human Resources representative. In addition, the need may arise to revise, delete, or add to the provisions in this Handbook (and any applicable state supplement). Except for the at-will nature of the employment, the Company reserves the right to make such changes with or without prior notice. No oral statements or representations can change the provisions of this employee handbook.

EMPLOYMENT

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 and Unlawful Harassment

The Company is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc..

USA Field Hockey prohibits any individual who is an employee, contractor, or agent of the NGB from assisting a member or former member in obtaining a new job (except for the routine transmission of administrative and personnel files) if the individual knows that that member or former member violated the policies or procedures of the Center related to sexual misconduct or was convicted of a crime involving sexual misconduct with a minor in violation of applicable law or the policies or procedures of the Center.

ADA and Religious

The Company will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Company or cause a direct threat to health or safety. The Company will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Company. Employees needing such accommodation are instructed to contact their supervisor immediately.

Diversity

The Company values and promotes diversity as a strategic advantage. Diversity refers to human differences, including those based on culture, ethnicity, gender and age.

Some of the benefits the Company derives from the diversity of its workforce are:

- Different viewpoints and perspectives in decision making.
- Greater innovation and creativity.
- A broad pool of qualified employees.

At the Company, we value the richness that diversity brings to our workforce – it makes the Company better and the community we serve stronger. We are proud of our efforts to maintain a workforce that presents many backgrounds, and are deeply committed to cultivating an environment where the contributions of every employee and citizen are respected.

At the Company, we believe that diversity enriches our performance and services, the community in which we live and work, and the lives of our employees. As our workforce evolves to reflect the growing diversity of our communities and global marketplace, our efforts to understand, value, and incorporate differences become increasingly important.

The Company must also comply with all state and local requirements for anti-discrimination training. In addition, the Company's staff and board members must participate in any anti-discrimination training required by state and/or local law applicable to the Company.

Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Company will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Company's business operations.

The Company may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representative.

The Company will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

Sexual Harassment

The Company strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The Company expects employees to make a timely complaint to enable the Company to investigate and correct any behavior that may be in violation of this policy.

Report the incident to your immediate supervisor and the Human Resource Officer who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Executive Director.

The Company prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the Company determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

JANUARY 1, 2026

**WHISTLEBLOWER POLICY
OF
UNITED STATES FIELD HOCKEY ASSOCIATION, INC.**

1. Purpose

The USA Field Hockey Whistleblower Policy (the Policy) is intended to support a strong culture of integrity and ethical conduct at USA Field Hockey by encouraging, valuing, and protecting good faith reporting of concerns involving USA Field Hockey and those affiliated with USA Field Hockey. The Policy covers good faith reporting of concerns of all kinds related to USA Field Hockey and includes anti-retaliation protections for those who report in good faith and/or cooperate with an investigation of such reports, like witnesses and victims.

Every person—including athletes, employees, board members and officers, members, committee members, task force members, hearing panel members, volunteers, and others affiliated with USA Field Hockey—has the right to report concerns and alleged violations in a way that is comfortable for them and cooperate in any investigations that follow without fear of retaliation for reporting or speaking to USA Field Hockey or any other entity about USA Field Hockey.

2. Policy Coverage

The Policy covers reporting of any alleged violation of applicable law, policy, or procedures as well as potential ethical misconduct. Examples of alleged violations that may be reported under the Policy include, but are not limited to:

- a) Non-compliance with the Ted Stevens Olympic and Amateur Sports Act
- b) Non-compliance with applicable provisions of the USOPC Bylaws or policies
- c) Non-compliance with USA Field Hockey's Bylaws, policies, or procedures
- d) Non-compliance with applicable Federal or State laws
- e) Non-compliance with accepted accounting or financial practices (e.g., fraud)

Under USA Field Hockey policy, there are some violations that **must** be reported. Specifically, any violations of local, state, or federal law or any violations of applicable athlete safety policies, including those of USA Field Hockey and the U.S. Center for SafeSport, must be reported. Additionally, violations of the USA Field Hockey Code of Conduct must be reported to USA Field Hockey.

Note that nothing in this Policy changes or replaces any mandatory reporting obligations under the SafeSport Code for the Olympic and Paralympic Movements. Emily Hewitt, Director of Membership, Safe Sport, and Governance, at ehewitt@usafieldhockey.com or fieldhockeysafe@usafieldhockey.com, can assist with any questions about those obligations. Additionally, suspected criminal activity against a person or property should be reported directly to law enforcement immediately.

If you are unsure about whether a matter might be a policy violation or are unsure about your reporting responsibility for a particular type of matter, start by reviewing the particular policy involved. USA Field Hockey staff should refer to the USA Field Hockey Employee Handbook or reach out to Janet Paden, the Chief Human Resources Officer at jpaden@usafieldhockey.com for more information.

3. Reporting

There are several ways an individual may make a report under this Policy.

- a) Reporters may submit a report to fieldhockeysafe@usafieldhockey.com. This inbox is monitored by NGB staff who will route reports to the right party to address the concerns.
- b) Reporters can make a report to the Chief Human Resources Officers, the Director of Membership Safe Sport and Governance, or the Chair of the Judicial and Ethics Committee, Lauren Capper Slepian at laurencapper@gmail.com.

Please remember that as a reporter, you do not need to (and should not) investigate the matter of concern, determine fault, or know how to fix it. A reporter does his or her part by making an issue known so the right people can take action.

4. Investigation and Resolution

Once a report is received, it will be forwarded to the responsible party for investigation. Investigations of reports of potential violations will be handled according to the USA Field Hockey Grievance Procedures.

In all cases, matters will be investigated by a disinterested party. If, after investigating to the extent warranted by the circumstances, the investigator concludes that the subject of a report has committed a violation under the governing policy, the subject of the report will be subject to discipline to the extent permitted by the Grievance Procedures.

USA Field Hockey is committed to reviewing all incoming reports, but there may be occasions when USA Field Hockey cannot conduct a full investigation and a report will be dismissed without investigation. Such circumstances include the reporter declining to participate in the investigation, an allegation that is not actionable by USA Field Hockey, or insufficient evidence for an allegation such that an investigation is not warranted.

In the event that an investigation of potential retaliation finds that an employee of USA Field Hockey has retaliated against an individual in response to any communication, including a formal complaint, from that individual (or their parent / legal guardian) related to an allegation of physical abuse, sexual harassment, or emotional abuse, USA Field Hockey shall immediately suspend that employee without pay or terminate the employee.

5. Anti-Retaliation Provisions

USA Field Hockey has zero tolerance for retaliation against people who make good faith reports under this Policy or those who cooperate with investigations of those reports. Retaliation, for the purposes of this Policy, is defined as any adverse or discriminatory action, or the threat of an adverse or discriminatory action, carried out against an athlete, employee, board member or officer, member, committee member, task force member, hearing panel member, volunteer, or others associated with USA Field Hockey as a result of any report, complaint, or other communication reporting misconduct of any kind to USA Field Hockey, the USOPC, the Office of the Athlete Ombuds, any law enforcement agency or government entity, or employees of these organizations. Examples of adverse or discriminatory actions that would be considered retaliatory include, but are not limited to:

- Removal from a training facility
- Reduced coaching or training
- Reduced meals or housing
- Removal from competition

In addition, USA Field Hockey, nor any of its employees, contractors, agents, or volunteers, shall take or threaten to take any action against an athlete as a reprisal for disclosing information to or seeking assistance from the Office of the Athlete Ombuds.

6. Good Faith

Anyone reporting a perceived ethical, policy, financial, or legal violation must be acting in good faith and have some basis for believing there may be a violation. Anyone that makes a false report knowing that it is false or that it has no basis is violating this Policy. Such a violation may itself be reported under this Policy and it may lead to serious consequences, including termination of employment or participation.

7. Confidentiality and Anonymity

USA Field Hockey will make every effort to keep the identities of the reporting parties and witnesses confidential. However, disclosure of an individual's identity or identifying information may be required in some cases, such as where USA Field Hockey is required by law to report a matter to law enforcement.

If a matter is reported anonymously and the reporter chooses to remain anonymous as it is investigated, USA Field Hockey will respect that. USA Field Hockey will review all reports with the same level of attention, but if a reporter chooses to remain anonymous, USA Field Hockey may be limited in its ability to fully investigate a report.

8. USA Field Hockey Resources

Emily Hewitt is responsible for this policy and its enforcement. Hewitt can be contacted with any questions about this policy at ehewitt@usafielddhockey.com. Janet Paden can also be contacted with questions about this policy at jpaden@usafielddhockey.com. Concerns can also be submitted to fieldhockeysafe@usafielddhockey.com.

9. Additional Resources

Individuals who wish to report concerns related to this policy as it relates to involvement in the Olympic and Paralympic Movement, or are uncomfortable reporting a concern directly to their NGB, may also submit a report using the [USOPC Integrity Portal](#). The Integrity Portal allows individuals to submit concerns to the USOPC confidentially and/or anonymously. Reports may be made online or by telephone.

Website: usopc.ethicspoint.com
Hotline: 877-404-9935

Team USA athletes may contact the Athlete Ombuds for independent and confidential advice on a variety of sport related matters, including their rights, applicable rules, policies or processes, and questions related to resolving disputes and grievances. The Athlete Ombuds can also help Team USA athletes connect with legal counsel or mental health resources if needed. All other NGB athletes (i.e., athletes competing domestically at the masters or youth level, recreational athletes, foreign athletes), are welcome to visit the Athlete Ombuds website to review informational resources and should work directly with their NGB to understand additional resources and options available to them.

Email: ombudsman@usathlete.org

Website: www.usathlete.org

By signing below, you acknowledge that you have reviewed USA Field Hockey's Whistleblower Policy.

Signature

Date

Background Checks/SafeSport

All employees must be willing to submit to a background check as a condition of employment with USA Field Hockey. In addition to pre-employment background checks, background checks will be conducted on all active employees every year, based on their employment hire dates. Employees' continued employment with USAFH is contingent upon employees' passing the background checks as the checks are conducted.

As a condition of employment, all new hires are required to successfully complete SafeSport training with the first 45 days of employment. All staff are required to successfully complete a refresher course every year thereafter.

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 and/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.

Notification to the USOPC's Security & Athlete Safety Office

- 1) USA Field Hockey is required to abide by all applicable policies and procedures regarding athlete safety set forth by the USOPC.
- 2) USA Field Hockey must notify the USOPC's Office of Athlete Safety as soon as possible and in any case within 24 hours of learning of an allegation of Prohibited Conduct, as defined in the Code, that occurred at an Olympic & Paralympic Training Center ("OPTC") or at any third party-sponsored event in which the USOPC sends a delegation (a "Delegation Event").
- 3) Any temporary measure(s) imposed by USA Field Hockey and/or the Center in response to the allegation must be included in the required notification (as described in the following section).
- 4) USA Field Hockey must notify the USOPC's Office of Athlete Safety as soon as possible and in any case within 24 hours of imposing its own or being notified of Center-imposed sanction(s) and/or temporary measure(s), affecting Participants who USA Field Hockey knows, or reasonably expects, to:
 - a) Be nominated for or selected as a Participant to a Delegation Event,
 - b) Have access to an OPTC, and/or
 - c) Receive a benefit and/or service from the USOPC as outlined in the USOPC Athlete Safety Policy.
 - d) USA Field Hockey must notify the USOPC Office of Athlete Safety in the event of any change or removal of any such sanction and/or temporary measure(s) within 24 hours of such change by USA Field Hockey or being notified of a change or removal by the Center.

EMPLOYEE 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 paycheck. More information regarding these benefits can be obtained from the Human Resources representative.

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 may contribute matching contributions up to 4% of an employee's annual base salary. Matching contributions will be made for the specific pay periods that the Employee contributes. Employees are 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 a Flexible Spending Account, a cafeteria (pre-tax savings) plan for medical and daycare expenses not covered by insurance and dependent care.

Holidays

- 1) USA Field Hockey follows the USOPC announced schedule of holidays. Holidays typically observed include: New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Juneteenth; Independence Day; Labor Day; Columbus 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 USOPC 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. During an employee's first year of employment, personal days are prorated based on hire date (January 1 – May 31 earns 3 days; June 1 – September 30 earns 2 days; hire dates October – December do not earn personal days for that particular year).

Maternity/Paternity Leave:

Available at full benefit level after continuous full-time employment for a period of one year or at 3/5 benefit level after continuous part-time (24-40 hours/week) employment for a period of

one year. This leave applies to an employee who is pregnant or an employee whose spouse or partner is pregnant. This leave would also apply to the state certified adoption by the employee of a child under 5 years of age. If the above circumstances apply, the employee may take up to 4 weeks (160 hours) of paid leave at his or her normal rate of pay. The benefit is only applicable for regularly scheduled working days. This leave is separate from any accumulated sick, personal, or vacation time. Once this leave time is depleted the employee would need to use accumulated sick, personal or vacation time. This leave time is awarded per calendar year and does not carry over, nor is it redeemable for cash value. To take advantage of this leave, the employee would need to make a written request to be approved by the CEO. Employees requesting leave for the above reasons must provide the appropriate documentation for medical conditions. An employee's failure to return to work when released by a physician, or upon termination of the leave of absence, will result in termination of employment and benefits.

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

Vacation

Regular full-time employees are currently granted vacation benefits 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:

- 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) Employees are eligible to take vacation as it accrues with approval by supervisor.
- 7) With approval of the Executive Director, employees may take time off in excess of their accrued benefits, but such time off will be unpaid.
- 8) Upon separation from USA Field Hockey employees will be paid all earned, but unused vacation days.
- 9) Any questions regarding this benefit should be addressed with the Human Resources representative.

LEAVES OF ABSENCE

Jury Duty and Witness Leave

The Company recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. If the employee is excused from jury duty during his or her regular work hours, he or she is expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and they provide confirmation of juror service.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from the Company.

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.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

Bereavement

Full-time employees are currently eligible for paid leave of up to three days to attend the funeral of an immediate family member. "Immediate family" is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

In the event of a death of a near relative, full-time employees currently are granted up to one paid day to attend a funeral. "Near relatives" include the employee's aunts, uncles, nieces, nephews and their spouse's grandparents, brothers, sisters, and other close relatives.

If more time off is needed than provided above, additional leave may be granted upon the approval of the supervisor/manager.

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. Paid leave time must be taken at the beginning of Family/Medical leave and will run concurrently.
- 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) Employees who are on approved family and medical leave may be reinstated to a position of like status and pay if such position is available and they are qualified. However, there is no job guarantee.
- 8) Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth

and/or a disability under the Americans with Disabilities Act or other similar laws, additional accommodations may be provided.

COMPENSATION

USA Field Hockey pays its employees by direct deposit to the employees' bank account. Payroll checks are issued 24 times per year on the 15th 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 have access to their pay statement via the online portal, 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.

Job Classifications

Employee's positions paid via USA Field Hockey payroll are subject to classification by the criteria detailed in the Fair Labor Standards Act (FLSA) and other federal, state, and local laws. The FLSA requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek unless an employee's pay and specific job duties meet criteria to be exempt from the minimum wage and overtime provisions of the law.

Employee positions are classified as either non-exempt or exempt under the FLSA.

- Non-exempt positions are positions that are paid by the hour and are eligible for overtime.
- Exempt positions are positions that are paid a weekly salary. Exempt positions are not eligible for overtime pay.

Only Human Resources is authorized to evaluate and classify positions as either non-exempt or exempt in accordance with the FLSA.

Overtime

Non-exempt employees must record all time worked and all compensatory time taken on departmental timesheets. All overtime must be approved in advance by the supervisor. Overtime at the rate of time and one-half the employee's base rate will be paid to nonexempt employees when work is performed in excess of 40 hours in one week. For purposes of calculating overtime, the workweek begins at 12:00am midnight Saturday and ends at 11:59pm Friday. The 40-hours threshold is based on actual hours worked in the week. Therefore, sick time, vacation, holiday, or other paid or unpaid leave time is not included in calculating the 40-hours threshold.

Travel Time

For non-exempt employees, “travel time” is considered to be hours worked if the period of travel occurs during an employee’s normal work schedule, as well as the same hours on non-working days (Saturday and Sunday). Travel time hours do not include commuting to and from work. If an employee is required by a manager to work outside of his/her normal work schedule while traveling away from their regular work location, these hours also count as actual hours worked.

WORK ENVIRONMENT

Drug and Alcohol Policy - Zero Tolerance

USA Field Hockey has zero tolerance for the abuse of drugs or alcohol in the workplace. Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of any other substance is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, the possession, purchase, or consumption (use), or sale of a controlled substance or alcohol on Company premises or while conducting Company business is prohibited.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to Company property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

The Company prohibits the possession or use of unconcealed weapons and the use of concealed weapons on Company property, regardless of whether or not the person is licensed to carry the weapon. This guideline applies to all employees, contract and temporary employees, visitors and customers on Company property, regardless of whether or not they are licensed to carry a concealed weapon.

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.

Remote Work Environment

When working remotely, staff must be available during their regular work hours; please be sure your phone is set up accordingly. Email and voicemail must be checked periodically, and calls returned in a reasonable time frame (the same day). Choose a private working environment free of distractions when you are on calls and video teleconferencing. Conference/zoom calls should not be taken with others present in the room. Remote work is a privilege that requires a demonstrated commitment of trust for both the staff and leadership.

Separation of Employment

If you desire to end your employment relationship with the Company, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Company property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who plan to retire are asked to provide sufficient advance notice to the Company so we can timely process any retirement benefits to which an employee may be entitled.

Termination

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 law. All benefits will terminate on the employee's last day of employment.

Discipline Procedure

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Confidentiality Policy

Security is of utmost 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. Please see separate Confidentiality Agreement on page 74.

Communication Systems

The Company's computer network, access to Internet, Wifi, e-mail and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Company. All information regarding access to the Company's computer resources, such as user identifications, access codes, and passwords are confidential Company information and may not be disclosed to non-Company personnel.

All computer files, documents, and software created or stored on the Company's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through Company systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Upon separation of employment, all communication tools should be returned to the Company.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Company prohibits the display, transmittal, or downloading of material that is in violation of Company guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The Company fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Company facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Company communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Company prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Company premises during working time. Working time does not include breaks or meal periods. Management may monitor e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Company guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees are prohibited from using cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally,

stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest lawfully parked.

Safety/Reporting of Injury

Injuries incurred in the performance of employment duties are insured for compensation and benefits required by the worker's compensation law. This insurance may provide 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

Attendance

Regular and prompt attendance is one of the Company's basic requirements. Your presence on the job is an essential function of your position. However, it is recognized that there are times when a person must be absent due to illness or other reasons.

Notify your supervisor if you are unable to report for work on time or if you must be absent for any reason. If you cannot reach your immediate supervisor, call the Human Resources representative. Voice mail messages are not acceptable. Failure to call in when absent for two consecutive days will result in termination.

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.

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.

Appearance, Attire and Hygiene

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

Employees may NOT wear logo'ed apparel issued by competitors of USA Field Hockey sponsors and suppliers at any official work function.

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

Hair should be clean, combed, and neatly trimmed. Unnatural colors are not tolerated.

Sideburns, moustaches, and beards should be neatly trimmed. Eccentric styles of facial hair are not permitted.

Jewelry requiring body piercing is prohibited, except for simple earrings. Tattoos must not be visible.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, or your underwear is not appropriate.

Perfume, cologne, or after shave should be used sparingly. If employees report for work improperly dressed or groomed in the Company's opinion, their supervisor may instruct them to return home to change clothes.

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.

JANUARY 1, 2026

**CODE OF CONDUCT POLICY
OF
UNITED STATES FIELD HOCKEY ASSOCIATION, INC.**

1. Purpose

This policy constitutes the Code of Conduct (Code) of **USA Field Hockey**. This Code of Conduct is intended to protect the safety and well-being of individuals who associate with **USA Field Hockey**, and to ensure that all individuals who associate with USA Field Hockey conduct themselves with integrity, maintain a high standard of ethical conduct, and promote the Olympic & Paralympic values, spirit, and ideals.

2. Applicability of Policy

This Policy applies to all **USA Field Hockey** members, board members, officers, directors, committee members, task force members, employees, coaches, independent contractors, officials, and volunteers, and anyone participating in **USA Field Hockey** events and activities (collectively, "Affiliated Individuals"). All such Affiliated Individuals should become familiar with the rules and standards of this Code.

3. Legal Compliance

USA Field Hockey requires that Affiliated Individuals follow the Code of Conduct and abide by all applicable **USA Field Hockey** policies and procedures; United States federal, state and local law as applicable, including the Ted Stevens Olympic and Amateur Sports Act; and foreign law as applicable. If an Affiliated Individual should ever encounter a conflict of law, such as a conflict between United States and foreign law or have any questions about the legality of any action, contact the **Director of Membership, Safe Sport, and Governance** or the **Chair of the Judicial and Ethics Committee** for further information and guidance.

4. The Code of Conduct

All Affiliated Individuals must:

- Adhere to the anti-doping rules and policies of the International Olympic Committee, International Paralympic Committee, USOPC, World Anti-Doping Agency, U.S. Anti-Doping Agency, and **International Hockey Federation (FIH)**.
- Adhere to the rules and policies of the U.S. Center for SafeSport, including, but not limited to, the SafeSport Code and the **USA Field Hockey** athlete safety policy.
- Comply with the USOPC Sports Betting Policy, the Olympic Movement Code on the Prevention of the Manipulation of Competitions and any other applicable policies, and commit to promote sport free from manipulation, corrupt conduct, or using or disclosing inside information for any purpose.
- In competition, compete to the best of his or her ability while being safe and sportsmanlike.
- Respect and comply with the laws of the state and/or country in which I am training, traveling, or competing, including, but not limited to, laws governing the possession and use of drugs and alcohol, and providing of drugs to any person and of alcohol to minors.

- Be responsible for his or her own behavior and for reading, understanding, and abiding by all applicable policies, including those of **USA Field Hockey**, as well as the competitions and events in which he or she participates.
- Respect and abide by all other rules, policies, and procedures of **USA Field Hockey**, and of the facilities and accommodations in which he or she trains and lives at and/or uses.
- Never engage in discrimination of any kind on whatever grounds, be it race, color, sex, sexual orientation, language, religion, national origin, or other status.
- Demonstrate good sportsmanship by showing respect toward teammates, coaches, competitors, officials, and audience members at all events and competitions.
- Refrain from foul language, violence, and behavior that could reasonably be deemed dishonest, offensive, intentionally malicious, or illegal.
- Respect the property of others and not vandalize, damage, or steal any such property.
- Agree to refrain from authorizing the use of photographs, films, or videos of a member in **USA Field Hockey** apparel or equipment or the use of the **USA Field Hockey** logo for the purpose of trade, without the prior written consent of **USA Field Hockey**.
- Understand that any act, conduct, or personal appearance, even if not expressly enumerated above, that violates the spirit and intent of this Code of Conduct, or brings disrespect or dishonor to myself, my fellow athletes, **USA Field Hockey**, or the United States, is a Code violation.
- Understand that, if under the age of 18, his or her parents or legal guardians may be notified of all written reports of counseling or misconduct.
- Understand that any dispute or action arising from this Code of Conduct will be resolved through **USA Field Hockey's** Complaint Procedures.

Specifically, all Board/Committee Members and **USA Field Hockey** staff must:

- Function primarily on behalf of USA Field Hockey and not on behalf of any one constituency or group.
- Respect confidentiality appropriate to issues of a sensitive nature.
- Maintain a thorough knowledge of USA Field Hockey governance documents, policies and procedures.
- Be independent and impartial and not influenced by self-interest, outside pressure, expectation of reward or fear of criticism.

Specifically, coaches, and those functioning as coaches, must:

- Treat all athletes with respect at all times.
- Be aware of the health and safety of all athletes at all times in regard to our sport. If the conditions are unsafe, follow best practices and not allow the health and safety of the athletes to be compromised.
- Recognize the signs of injury, physical and psychological stress in themselves and in athletes, take these indicators seriously, and refer or seek out appropriate and qualified support.
- Be prepared with an executable emergency plan for their primary use facilities that has been shared and practiced.
- Assist the athlete in forming goals and expectations that are realistic and practical with consideration of the age, resources and experience of the athlete.
- Consistently give the athletes the opportunity to develop their sport and non-sport skills translating into other facets of their lives (e.g. time management, goal setting) at a minimum of once per season.

Specifically, umpires, and those functioning as officials must:

- Maintain a current and thorough knowledge of the rules and officiating procedures of our sport and officiating procedures.
- Conduct themselves impartially, professionally and in good faith.
- Assist with the development of lesser-experienced officials as needed.
- Take ownership of actions and decisions made while [officiating].

Specifically, parents, fans, and spectators must:

- Encourage athletes to compete within the rules and to resolve conflicts positively.
- Never ridicule a participant for making a mistake during a competition, practice or training session.
- Respect the decisions of officials and encourage participants' continued effort.
- Respect and show appreciation to all competitors, officials, and volunteers.

5. Reporting Obligations

No code of conduct can address every situation, nor can it take the place of good judgment and integrity. **USA Field Hockey** maintains an “open door” for anyone who has questions or concerns. **USA Field Hockey** will support all efforts to comply with this Code of Conduct.

If Affiliated Individuals need advice or assistance concerning the application of any aspect of these standards, consult your supervisor or manager, or the Director of Membership, Safe Sport, and Governance. Affiliated Individuals are expected to seek advice and clarification promptly when they are uncertain about proper actions or practices. Affiliated Individuals should be alert and sensitive to situations that could result in unethical, illegal, or improper actions. Affiliated Individuals have an obligation to report potential or actual violations of this Code of Conduct to **the Director of Membership, Safe Sport, and Governance** or fieldhockeysafe@usafielddhockey.com.

USA Field Hockey has zero tolerance for retaliatory conduct by any Affiliated Individual against any person who comes forward with a good faith complaint or issue. Retaliation for reporting in good faith an alleged violation of this Code of Conduct will itself constitute a violation of this Code of Conduct.

*For more information about the definition of retaliation and USA Field Hockey's zero tolerance approach to retaliation, please see the **USA Field Hockey Whistleblower Policy**, available on the [USA Field Hockey website](#).*

6. Investigation of Potential Violations

USA Field Hockey takes its obligation to investigate potential violations of the Code seriously. All properly filed complaints regarding the violation of the Code will be investigated and resolved in accordance with the USA Field Hockey Grievance Procedures as published and available on the [USA Field Hockey's website](#). The Judicial and Ethics Committee investigates reported violations, determines if a violation occurred, and imposes discipline if applicable.

In no event shall **USA Field Hockey** deny or threaten to deny an athlete, coach, official, or administrator the opportunity to participate in protected or amateur athletic competition without fair notice and an opportunity to a hearing in accordance with the requirements of the Ted Stevens Olympic and Amateur Sports Act, the USOPC Bylaws and the **USA Field Hockey** Grievance Procedures.

7. Anti-Doping

Participants of USA Field Hockey must comply with the following anti-doping rules and regulations:

- a. Understand and agree to comply with the International Hockey Federation (FIH) Anti-Doping Rules and U.S. Anti-Doping Agency Protocol for Olympic and Paralympic Movement Testing (USADA Protocol) and all other policies and rules adopted by the FIH, USADA, and USOPC;
- b. Agree to submit to drug testing;
- c. Understand that applicable anti-doping rules would make them subject to penalties including, but not limited to, disqualification and suspension; and
- d. Agree to submit to the results management authority and processes of USADA, including arbitration under the USADA Protocol, or to the results management authority of the FIH and/or my national federation, if applicable or referred by USADA.

8. Resources

Affiliated Individuals may contact **the Director of Membership, Safe Sport, and Governance, Emily Hewitt** at ehewitt@usafielddhockey.com, with questions or complaints. Anonymous reports can be made to fieldhockeysafe@usafielddhockey.com, or through the reporting form available on the [USA Field Hockey website](#). Athlete members also may contact the Team USA Athletes' Commission Representative or any athlete board member.

Specific to the Olympic and Paralympic Movement:

Team USA athletes may contact the Athlete Ombuds for independent and confidential advice on a variety of sport related matters, including their rights, applicable rules, policies or processes, and questions related to resolving disputes and grievances. The Athlete Ombuds can also help Team USA athletes connect with legal counsel or mental health resources if needed. All other NGB athletes (i.e., athletes competing domestically at the masters or youth level, recreational athletes, foreign athletes), are welcome to visit the Athlete Ombuds website to review informational resources and should work directly with their NGB to understand additional resources and options available to them.

EMAIL: ombudsman@usathlete.org

WEBSITE: www.usathlete.org

Individuals who wish to report concerns related to this Code of Conduct as it relates to involvement in the Olympic and Paralympic Movement may also submit a report using the [USOPC Integrity Portal](#). The Integrity Portal allows individuals to submit concerns to the USOPC confidentially and/or anonymously. Reports may be made online or by telephone.

Website: usopc.ethicspoint.com

Hotline: 877-404-9935

I have read and understand and will abide by the USFHA Code of Conduct Policy.

Signature

Date

PERSONAL RELATIONSHIPS IN THE WORKPLACE

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this guideline, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual relationship. This guideline applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Company also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Note: The above guidelines also pertain equally to independent contractors and volunteers of the Company.

FINANCE POLICY
OF
United States Field Hockey Association, Inc. (USFHA)

1. Purpose

This policy guides the financial management and reporting practices of USFHA.

2. Applicability of Policy

This policy applies to any person charged with financial management or financial reporting. Most often, this will apply to the CEO, financial staff and the Finance and Audit Committee.

3. Definitions

Generally Accepted Accounting Principles (GAAP) - Accounting standards as adopted by the Financial Accounting Standards Board as may be updated from time to time.

4. Fiscal Year

The fiscal year for USFHA shall be January 1st to December 31st.

5. Budgeting and Reporting

Management shall present to the Board a budget and operating plan in advance of the start of every fiscal year. Ongoing reports to the Board shall ensure that the Board has sufficient information to assess the current financial state of the organization as well as the projected state of the organization through the end of the fiscal year. Such reports must include, but are not limited to:

- budget to actual reports;
- current statement of financial position;
- current statement of activities; and
- statement of functional expenses.

Management shall present ongoing reports to the Finance and Audit Committee in advance of a presentation to the Board.

In reviewing draft budgets, the Board shall ensure that the budget:

- Is fiscally prudent, ensuring that the resources of the organization are responsibly used;
- Has prudent underlying assumptions;
- Furthers the strategy of the organization and furthers the mission, vision and values;
- Provides measurable outcomes for the organization in the coming year; and
- Allows for elements of risk in operational areas.

6. Signing Authorities

All checks over \$50,000 from the NGB must be signed by two persons (the CEO and staff designee). Contracts must be signed or approved by the CEO or staff designee.

7. Financial Procedures

The CEO shall maintain and promulgate as appropriate a financial procedures manual. The manual shall outline day to day financial operations of the organization and provide guidance to staff and participants in their work.

The Financial and Audit Committee should be briefed in advance of material changes to the Financial Procedures. The Finance and Audit Committee shall brief the Board on corresponding changes to policy that may be required as a result of or in order to enable such changes.

All procedures and execution thereof shall be in keeping with Generally Accepted Accounting Principles (GAAP).

8. Payments Due to USFHA by Members or Participants

Members with payments past due may have their membership rights curtailed or suspended until payment is made. Any such change in membership status will be reasonably applied based on the amount owing, the amount of delinquency and the impact of any sanction applied.

9. Audit and Auditor

The Board shall name an Auditor for the organization on an annual basis.

In the course of conducting the audit, management shall make available all documents and records needed by the auditor. Staff shall be available to the auditor to answer questions as needed.

Upon completion of the draft audit, the auditor will send preliminary reports to the CFO. These reports will be provided to the Chair of the Finance and Audit Committee. Upon review and approval of the Finance and Audit Committee members, the reports will be sent to the Board for review and vote for approval. After such approval, final reports will be issued and posted on USFHA website.

FINANCIAL PROCEDURES
OF
United States Field Hockey Association, Inc. (USFHA)

Accounting Procedures

A. Annual Accounting Period and Basis of Accounting

USFHA maintains a calendar annual accounting period which runs from January 1 to December 31. USFHA uses the accrual basis of accounting. The accrual basis is the method of accounting whereby revenue and expenses are identified with specific periods of time, such as a month or year, and are recorded as incurred. This method of recording revenue and expenses is without regard to date of receipt or payment of cash.

B. Conflicts of Interest

In executing financial procedures, there are particular risks in relation to Conflicts of Interest. Anyone working with the finances of USFHA should be careful to be cognizant of the policies and guidance in the Conflict of Interest Policy.

C. Journal Entries

To ensure transactions are recorded in the proper accounting period and account, it may be necessary for the Chief Financial Officer ("CFO") to record journal entries in the accounting system. All journal entries will be posted by the CFO and reviewed and approved by the Chief Executive Officer ("CEO") on a monthly basis. The CEO will review and approve the journal entries by signing and dating the journal entry acknowledgement form.

D. Recordkeeping

Records will be kept in accordance with the USFHA's Document Management & Retention Policy. The CFO is responsible for maintaining financial records in accordance with the policy.

E. Internal Controls

USFHA employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded. Financial duties are distributed among multiple people to help ensure protection from fraud and error. The distribution of duties aims for maximum protection of the USFHA's assets while also considering efficiency of operations. Internal controls are included in various sections throughout this document.

Financial Planning and Reporting

A. Creating the Chart of Accounts

The chart of accounts is a listing of all accounts used in the general ledger of an organization. The chart is used by the accounting software to group accounts together for reporting purposes, such as expenses, revenue, assets and liabilities. The chart of accounts separates the most important accounts usually by department. The chart of accounts is created at the inception of an organization and can be modified when necessary. Once the chart of accounts is established, the list of the accounts will be posted on Sharepoint/Employee Access. Department Directors are responsible for monitoring expenses within each of their accounts throughout the year to ensure the line items do not go over budget.

B. Annual Budget Development

1. Creating the Budget

The proposed budget is broken out into departments. The Department Directors are responsible for creating the initial requested budget to present to the CEO. The CFO and CEO cumulatively develop the budget.

The proposed budget is then given to the Audit/Finance Committee and the Board, or by whatever process accords with the USFHA Bylaws. The Audit/Finance Committee and the Board is to analyze and review the proposed budget from a viewpoint of both tactical and strategic relationships between the budget and the organizational mission. The Board shall approve the forthcoming budget by December of each year.

2. Budget Variances

The approved budget from the Board of Directors will not be modified or revised. If at any point throughout the year Department Directors become aware that they will, or have, run over or under-budget on a particular line item, it must be addressed with the CEO and appropriate reallocations will be made so that the overall department/discipline budget does not vary from the original budgeted amount. If reallocations cannot be made and expense overages will likely exceed 10% of the approved USFHA budget, the CEO will provide an explanation to the Board of Directors for their approval. Board approval on expense overages will only be given in unique and rare circumstances recognizing that not all expenses can be predicted when budgets are established.

3. Financial Forecasting

Twice per year, a financial forecast for the remainder of the year will be prepared. The CFO will prepare the financial forecast with the assistance of the Department Directors. The forecast starts with the actual expense and the remaining budget for the year. The Department Directors will adjust the remaining budget based on predicted expenses for the rest of the year.

C. Periodic Reporting

1. Preparation of Financial Statements

USFHA's financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The presentation of the Financial Statements shall follow the recommendation of the Financial Accounting Standards Board (FASB) "Accounting Standards Update 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities." Under GAAP, there are two classes of net assets, those with donor restrictions and those without donor restrictions.

2. Creating the Statement of Activities (aka Income Statement) by Department

The purpose of the income statement is to show the net income or loss at a given time. The income statement by department is created by taking the approved chart of accounts and breaking the income and expense accounts out into the departments. All income accounts should be listed first, followed by all expense accounts by department/discipline.

3. Creating the Statement of Financial Position (aka Balance Sheet)

The purpose of the balance sheet is to show the financial position of the organization over the annual accounting period. The balance sheet shows what USFHA owns and what USFHA owes. The difference between what USFHA owns and owes is the organization's net assets. The balance sheet is created by listing all USFHA's assets, all short-term and long-term liabilities, and the net assets.

4. Monthly/Quarterly Closings

At the end of a given month the CFO will complete the Monthly Financial Reporting Closing Procedures (see Exhibit A) as developed in conjunction with the independent audit firm (outlined in subsection 5 below). The month end close should include the following:

- a. Reconciliation of cash accounts;
- b. Accounts Receivable detail;
- c. Accounts Payable detail;
- d. Line of Credit;
- e. General journal entries; and
- f. Financial statements.

To initiate the monthly closing process, monthly bank account statements will be emailed directly to the CEO (or his/her designee) for review. The CEO will be responsible for reviewing the monthly bank account statement and comparing it to the bank reconciliation report provided by the CFO. Additionally, the CFO will provide a comparison analysis to assist the CEO with identifying missing or delayed transactions. The CEO should ensure the bank account statement and bank reconciliation report reflect the same information as it relates to deposits and withdrawals. The deposits on the bank account statement should be compared to the "list of checks and cash received" that month to ensure all the funds were deposited into the bank account. The bank account statement should be reviewed to ensure the cashed checks, ACH withdrawals, credit card payments, and wire transfers were appropriate disbursements. The CEO should also review the bank account statements for routine withdrawals such as payroll, retirement contributions, insurance, etc. to ensure the transactions occurred and were accurate. The CEO will initial the bank statements and give them to the CFO to proceed with the monthly closing. The CEO or the CEO's designee will initial the month end check off sheet upon final approval of the monthly close.

The Association will share its quarterly financial statements (Balance Sheet and Income Statement) with the Foundation's Board of Trustees. These financial statements will be representative of the Association's records; at year-end, the external auditor will consolidate the Association and the Foundation into consolidated financial statements.

5. Year-End Closings

At fiscal year-end, the monthly closing detailed above will be completed, however additional detail pertaining to the following will be included as well, if applicable:

- a. Reconciliation of foreign currency account;
- b. Inventory adjustments; and
- c. Advances pending receipts.

6. Audits

Each year, a Board-approved independent auditor will perform an audit of the previous

annual accounting period. All accounting records will be made available for review. The purpose of the audit is to express an opinion on the financial statements and the validity of the information presented. The audit will be conducted in accordance with generally accepted auditing standards, planning and performing the audit to obtain reasonable assurance of whether the financial statements are free of material misstatements. An audit includes: examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation.

USFHA will also permit the USOPC, at its request, to conduct an audit of expenses supported by any funding provided by the USOPC. USFHA will allow the USOPC to have reasonable access to all files, records, and personnel necessary to make such financial audits, verifications, and program evaluations as deemed appropriate during the term of the USOPC funding and for four (4) years after the expiration or termination of any USOPC funding.

7. USOPC grant reports

In accordance with USFHA's Program Partnership Agreement, the USOPC requires the submission of reports throughout the year for various funding and grants, subject to the specifications and requirements in the funding or grant agreements. Funding paid to USFHA during the course of a year must be accounted for by completing a final report on each project. The final report will provide a brief narrative and financial overview for each project.

D. Tax Compliance

1. IRS Form 990

The CFO is responsible for working with the external accounting firm to prepare and finalize the annual IRS Form 990. The CEO will review the IRS Form 990 prior to its approval by the Audit Committee and Board of Directors by the IRS deadline of May 15 each year. If approved by the Board of Director, USFHA can file an automatic 6-month extension if additional time is required to complete the IRS Form 990. Once the IRS Form 990 is submitted to the IRS, the full public copy will be made available on USFHA's website, as well as the prior two years. The submitted IRS Form 990 will also be provided to the USOPC's Audit Department.

2. IRS Form 1099 and NEC

The CFO is responsible for preparation and distribution of the annual IRS Form 1099s and NECs to all required individuals per the IRS instructions. The 1099s and NECs will be distributed prior to the January 31st deadline annually. The 1099s, NECs and 1096 will be submitted to the IRS by the February 15th deadline annually.

Revenue and Accounts Receivable

A. Accounts Receivable

1. Invoicing

An invoice (see Exhibit B) must be issued whenever money is owed to USFHA. Invoices will be issued by the Accounting Manager as expenses are incurred on behalf of an USFHA

customer with a copy of the invoice being mailed and/or emailed to the customer. When a check or other form of payment is received, the CFO will record the invoice as paid in the accounting system. For invoices that remain outstanding at the end of a month, a statement will be issued. If an invoice is still outstanding after 60 days, the Accounting Manager will call or email the customer to identify an anticipated date of receipt.

2. Receipt of Payment and Deposits

When a check or other form of payment is received, the individual checking the mail should create a "list of checks and cash received." The individual checking the mail should not have access to the accounting and/or membership system to ensure proper segregation of duties. Once the "list of checks and cash received" has been created a copy should be provided to the CEO to assist with his/her monthly closing process. The checks and cash can then be provided to the CFO to record the invoice as paid in the accounting system.

All checks shall be electronically deposited within 24 hours of receipt. The scanned, voided check will be filed in the appropriate cash receipts folder.

Upon receipt of a credit card payment, the transaction will be recorded in the accounting system to allocate the funds to the correct account. Copies of the credit card receipt will be filed in the appropriate cash receipts file.

For all on-line deposits, such as membership payments or on-line donations, amounts are reconciled on a monthly basis by the CFO. The funds deposited will be reconciled with a report from the membership and/or development system. The CFO will not have edit access to these systems to ensure appropriate internal controls and segregation of duties exist.

USA Field Hockey has a Paypal account that is utilized to receive payments in limited circumstances. Paypal generates emailed receipts which the Accounting Manager and CFO receive electronically for every transaction. On a monthly basis, the balance in the Paypal account is transferred to USAFH's operating account and reconciled to the bank statement monthly.

Refunds

If a credit card refund is necessary, it will only be issued to the card on which the transaction was originally processed.

Expense and Accounts Payable

A. Accounts Payable

1. Receipt of Invoices

Incoming invoices will be received by the CFO and reviewed and verified for accuracy and compliance with the budget. Invoices will be posted to the accounting system to the appropriate expense account on the date they are confirmed as accurate by the Department Director. The invoice will be held in the payables file until payment is made.

2. Check Writing or ACH (Automated Clearing House) Payment Procedures

Checks are written or ACH payments made as necessary, and decisions for payment will be based on the Aged Payables report and current cash flow. The CFO or his/her designee will

cut the necessary checks and will give the checks, with supporting documentation attached, to the appropriate individuals for signature. The supporting documentation must also be initialed by the CEO, or his/her designee, to confirm his/her review of the invoice and approval of the disbursement. For all checks/payments issued, the check stub will be attached to the invoice and filed in the appropriate vendor file.

3. Wire Transfers

Wire transfers will be arranged on an as-needed basis. The wire transfer will be initiated by the CFO with the appropriate banking institution. The CFO will provide any necessary confirmation of wire transfer details to satisfy respective institutions' call-back or approval procedures.

B. Purchasing

1. Consumable items

It will be necessary for employees to purchase organizational items. Purchases can be made with a corporate credit card or by the employee personally and be reimbursed. In both instances, the purchases must be approved by the Department Director and be within the budget. To ensure that USFHA receives competitive pricing, any purchase for goods or services over \$5,000 per unit requires documentation that three or more quotes were obtained or pursued. Splitting orders to avoid quote and/or bid requirements is not allowed.

2. Contracts

Employees of USFHA may need to commit the USFHA to doing things or paying money to a third party in exchange for services or goods from that third party. In each such case, Employees will need to execute a contract. A contract is an expressed agreement between parties for an exchange of goods or services. Contracts can take many forms but they must be clear on the terms of the exchange. Contracts must be in writing and signed by the CEO or an appropriately appointed staff member and the contracting party prior to the exchange of any service or goods. All fully executed contracts must be given to the CFO to be kept on file.

C. Payroll

1. Timesheets

All non-exempt employees complete time sheets and submit them to their supervisors on the due date. Supervisors review and submit timesheets to the CFO within three (3) working days from the time sheet due date. The CFO is responsible for submitting the time sheet information to the 3rd party payroll provider and accounting systems as needed. All paid time off balances are maintained within the payroll system, based on the information provided on approved timesheets.

2. Preparation and Approval

Payroll is processed through the 3rd party payroll provider. Timesheets and payroll changes are verified by the CEO. The payroll data is input into the 3rd party payroll

provider system by the CFO. A hard copy of the payroll registers and related reports are maintained and is available for review by the CEO. An electronic version is also maintained.

The CFO enters payroll data into the general ledger through a journal entry. The 3rd party payroll provider is responsible for preparing and distributing all the payroll tax reports and W-2s in accordance with the IRS deadlines. The CFO and CEO will review the reports and forms prior to distribution.

3. Pay upon Termination

The CFO will ensure final paychecks are paid in accordance with state rules and regulations. Final paychecks will include any accrued PTO in accordance with the Employee Handbook. The CFO and CEO will ensure the final paycheck is accurate and distributed appropriately.

D. Expense Reporting

Individuals incurring expenses on behalf of USFHA are required to report on expenditures through the completion of a Payment Request Form (PRF) (see Exhibit C). Where applicable, receipts must be submitted with the PRF. The PRF will detail what the expense was for, the amount of the expenditure, and to which budget line it should be allocated. It is recommended that PRFs be submitted to the CFO within 10 days of the completion of incurring the expense to allow the expense to be recorded in the period the expense was incurred. Expenses must be submitted for reimbursement within three months of being incurred, or they will not be reimbursed.

1. Credit Card Procedures

Credit cards are issued to employees primarily to facilitate travel. All cardholders are responsible for completing expense reports to verify and summarize all card activity.

When credit card statements are received by the CFO, they will be matched with the submitted expense reports and receipts to confirm all transactions are correct and documented. If any transactions appear for which an expense report and receipt has not been submitted, the CFO will contact the cardholder to confirm the transaction and request the documentation be provided.

Whenever possible, receipts should be submitted; electronic scans are acceptable. Receipts should be uploaded to the appropriate folder on Sharepoint.

The Finance & Audit Committee Chair or Board Chair will review the corporate credit card activity of the CEO.

2. Missing Receipts

Cardholders are responsible for the collection and submission of all receipts for all transactions occurring on their credit cards. Every effort should be made to obtain a duplicate copy of a missing receipt from the vendor. Receipts are not necessary for transactions under \$50.

E. Expense Reimbursement

Any USFHA personnel requesting reimbursement of expenses must submit a completed PRF (see Exhibit C) along with supporting documentation to the CFO. Each individual submitting a PRF is responsible for making sure all areas of the form are properly completed before submission. All PRFs must be approved by the Director of the Department and the CFO. The CEO must approve PRFs that are submitted by the Director of the Department. Reimbursements requested by the CEO and Board Members must have the additional approval of the Finance & Audit Committee Chair or Board Chair.

There are certain expenses that USFHA will not reimburse (i.e., traffic/parking violations). Additionally, if an individual incurs an expense for an unbudgeted item for which they did not receive prior authorization from the Director of the Department, CEO or CFO, it may not be reimbursable. While USFHA does not have an all-inclusive list of non-reimbursable expenses, the CEO has the right to deny reimbursement of any unnecessary, excessive, or inappropriate expenses.

F. Travel Advances

Travel Advances are permitted for the Team Managers of the National Teams and are intended to be used when traveling internationally. Travel advances must be reconciled using the Travel Advance Reconciliation form and include receipts per the receipt policy as outlined in the aforementioned credit card section. Reconciliation of the advance must be completed within 14 days of the travel end date.

Asset Management

A. Account Maintenance

1. Online Banking

USFHA will seek to maintain accounts with financial institutions that provide online banking capabilities. The CEO and CFO will have online access to USFHA's accounts. Online access will be primarily to review account balances for accuracy and control purposes. USFHA may also engage in online transactions including transfers between linked USFHA accounts and payments to certain vendors. Where possible all electronic payments require dual approvals, where one individual can initiate a transaction and the other person approves the transaction. Online transfers and payments must comply with all additional procedures for payments as detailed in this document.

B. USFHA Capital Assets

1. Purchase of Capital Assets

USFHA carries certain durable (i.e., non-consumable) assets on its books as capital purchases if the invoice was \$1,000 or greater, per item. If an item purchased is that is equal to or exceeds the dollar threshold the item must be capitalized. A capital purchase must be approved, in writing, by the CEO and the timing of the purchase must be coordinated with the CEO or CFO.

Incurring of any financial obligation and/or execution of any debt instrument (including, but not limited to, loans and leases), for the purpose of securing a capital asset, must be approved by the Board. Approved debt instruments may be executed only by the CEO or Board of Directors Chairman. USFHA will not accept personal loans from staff members or Board of Directors nor will it provide loans to such individuals.

2. Depreciation of Capital Assets

USFHA has established the straight-line methodology for depreciating all fixed assets. Depreciation will begin in the month the asset is placed in service. Under the straight-line depreciation method, the basis of the asset is written off evenly over the useful life of the asset. The amount of annual depreciation is determined by dividing an asset's cost reduced by the salvage value, if any, by its estimated life. The total amount depreciated can never exceed the asset's historic cost less salvage value. At the end of the asset's estimated life, the salvage value will remain.

The useful life of an asset is that period during which the asset provides benefits. Estimates of useful life consider factors such as physical wear and tear and technological changes that bear on the economic usefulness of the asset. The following chart summarizes the useful life for each type of currently held property and equipment:

Equipment	[Useful Life]
Computers	3 years
Office Equipment	3 years
Sport Equipment	5 years
Furniture	7 years
Vehicles	5 years
Leasehold Improvements	The shorter of the life of the leasehold improvement or the remaining term of the lease

3. Sale of Capital Assets

The sale of any USFHA asset, whose original purchase price is estimated to have been over the capital asset threshold must be approved in advance by the CEO or Capital Asset Custodian. When in doubt of the value, a recommendation should be obtained from the CFO. The individual approving the sale is responsible for notifying the CFO in writing of the proposed sale, the proposed sale price and the name of the person responsible for

forwarding the bill of sale and money to USFHA's office.

The responsible individual must forward the bill of sale and money received to USFHA's office immediately after the sale has been completed. Such funds cannot be diverted to other uses, organizational or otherwise. Any legal titles (i.e., automobile titles) must be signed by an officer of the USFHA.

USFHA should be able to anticipate, in advance, the sale of almost any asset that has outlived its usefulness. The approval process should be followed in these cases. However, occasional opportunities to sell assets come along on short notice and would be lost if the entire approval process were followed. If an individual in a position of authority is certain a sale would otherwise be approved, he/she may take responsibility and consummate the sale. However, this expedited process should only be exercised in exceptional cases. This does not apply to the sale of automobiles or other assets for which an officer of the USFHA needs to sign the title or bill of sale.

C. Inventory

USFHA maintains inventory of products for resale and promotional use. The value of inventory is recorded using the first-in, first-out method. A physical count of all inventory will be taken periodically but no less than once per year. The physical inventory counts will be done by an individual that does not have routine access to inventory or the inventory records to ensure proper segregation of duties. This function can be out-sourced. If the year-end physical inventory shows significant discrepancies between system generated and manual counts, additional inventory counts will be performed during the year. An adjustment will be made to perpetual records based on the physical inventory performed. Inventory reports should be provided to senior management and the Audit Committee.

D. Financial Record Backup Policy

Financial accounting records are maintained and backed up via the accounting system using multiple levels of redundancy to guard against failure. The CFO will ensure that USFHA accounting system also utilizes a comprehensive disaster recovery process, hot backups, and offsite backup storage.

EXHIBIT A – Monthly Financial Reporting Closing Procedures

USFHA

Monthly and Annual Financial Reporting Closing Procedures

Updated: July 11, 2021

	Completed By:	Reviewed By:
1 Reconcile all cash accounts. Investigate all reconciling items greater than three months old. Attach all reconciliations to bank statements and include in month end closing folder. Include copy of all cancelled checks for the month.		
2 Review accounts receivable outstanding and agree aging report to trial balance. Tie receivable listing to open invoice folder. Investigate old or problem receivables. Include aging report in month end closing folder.		
3 Perform a physical count of inventory at year-end. Adjust inventory as needed through COGS account to agree to physical count. Include physical count in year-end closing folder.		
4 At year-end, reclass pending travel advances to prepaid and immediately reverse following year-end.		
5 Review accounts payable outstanding by agreeing to open invoice folder. Ensure that aging report matches trial balance. Include aging report in month end closing folder.		
6 Ensure commercial term loan balance matches loan statement and trial balance. Include loan statement in month end closing file.		
7 Print off all general journal entries for the month.		
8 Prepare monthly closing file by placing financial statements on top of support in the order of the procedures above and give file to CEO. Place checklist on top of entire file.		

Accounts to be adjusted by auditors at year-end:

- Record new assets
- Accrued salaries and related expenses
- Valuation allowance
- Allowance for bad debts
- Record depreciation
- Prepaid expenses

EXHIBIT B – Invoice

USFHA

Sold To:

ADDRESS
ADDRESS
ADDRESS

Invoice Number:

Invoice Date:

Email:

Phone: (XXX)XXX-XXXX

Customer ID	Customer PO	Payment
		Net 15 Days

Quantity	Item	Description	Unit Price	Extension

Subtotal Sales
Tax
Total Invoice
Amount
Payment
Received
TOTAL

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.

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 encouraged 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.

Emergency Information

Each employee will provide Human Resources and Accounting with contact information 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/COMPUTER EQUIPMENT

Laptops

All staff will be issued a Dell or HP laptop, supported by our IT provider. Apple/MacIntosh laptops will only be purchased with prior approval by the CFO and/or CEO on an as-needed basis under special circumstances (i.e., coaching staff with video analysis software).

Cameras, Projectors, TVs

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

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.

Confidentiality and Restrictive Covenants Agreement

This Confidentiality and Inventions Agreement (the “Agreement”) is entered into by and between USA Field Hockey (“USAFH”), a Colorado non-profit corporation, and the undersigned USAFH employee (“Employee”). In consideration for Employee’s employment with USAFH and continuation of such employment, and the privilege of access to the Confidential Information, as defined below, and other good and valuable information, receipt of which is hereby acknowledged, Employee and USAFH agree as follows:

1) Nondisclosure and Use of Confidential Information.

a) Purposes; Definition of Confidential Information. USAFH is the national governing body for the sport of field hockey in the United States, whose purposes include training and developing athletes, coaches and teams to perform with competitive success in international competitions and in competitions within the United States. While employed with USAFH, Employee will have access to or develop confidential sports and business information that is critical to the success of USAFH and that constitutes valuable and unique assets and trade secrets of USAFH (collectively, the “Confidential Information”). The Confidential Information includes by way of example, and without limitation, the information listed on Appendix A. Protection of such Confidential Information is essential to USAFH’s attainment of its purposes, including the success of its athletes and teams, and each provision of this Agreement is intended to support the protection of the Confidential Information.

No provision of this Section 1, or any other part of this Agreement, prohibits Employee from engaging in any activity described in Section 5 below.

b) Nondisclosure and Information Use. During employment with USAFH, and following separation from such employment, for whatever reason, Employee shall not directly or indirectly disclose any Confidential Information, or any part of such information, to any person, organization, association, firm or other entity other than USAFH, or directly or indirectly use the Confidential Information for Employee’s own benefit or purpose, or for the benefit or purpose of any person or entity other than USAFH, except as may be necessary to perform Employee’s work for USAFH.

c) Nonsolicitation. During employment with USAFH and at any time during the period of twelve (12) months following separation from such employment, for whatever reason, Employee shall not, for the benefit of any organization, cause or purpose other than that of USAFH, directly or indirectly recruit, solicit, or divert, or assist another in recruiting, soliciting or diverting, any person who participated as an athlete, coach, donor, sponsor, or supporter of USAFH or one of its teams at any time within nine (9) months prior to Employee’s last day of employment with USAFH.

d) Nonrecruitment. During employment with USAFH and at any time during a period of twelve (12) months following Employee’s separation from Employment with USAFH, for whatever reason, Employee shall not directly or indirectly recruit, solicit, or divert from employment with USAFH, or assist another in recruiting, soliciting or diverting from such employment, any person who was a USAFH employee at any time within nine (9) months prior to Employee’s last day of employment with USAFH.

e) Noncompetition. Employee is a manager or executive, or a professional working with management, of USAFH. In furtherance of Employee's duties hereunder, including Employee's duty not to disclose the Confidential Information, Employee agrees that during employment with USAFH (whether or not during business hours), and for twelve (12) months following separation from such employment, for whatever reason, Employee shall not directly or indirectly own, sponsor, manage, work for in any capacity (including as an employee, independent contractor, or agent), or otherwise materially support, or assist another in owning, sponsoring, managing, working for, or materially supporting, a "business in competition with USAFH". For purposes of this paragraph, a "business in competition with USAFH" means any person, organization, club, league, association, government, institution, or company, whether operating for profit or not for profit, that owns, organizes, manages, develops, or sponsors one or more local, national or Olympic field hockey teams, or that provides training, coaching, or coordination for field hockey athletes, teams, coaches or game officials, whether within the United States or outside the United States.

2) Inventions/Creative Works.

USAFH shall own all right, title, and interest in and relating to any and all inventions (whether or not patentable), works of authorship, designs, logos, trade names, trademarks, know-how, trade secrets, ideas, information and other creative works made or conceived or reduced to practice, in whole or in part, by Employee during the term of Employee's employment with or service to USAFH, including all intellectual property rights therein (such as patent rights, copyrights, trademarks, trade secrets, moral rights, and other such rights worldwide), to the fullest extent allowed by applicable law (collectively, "Inventions"). Employee will promptly disclose all Inventions to the USAFH and will also identify to USAFH any Invention Employee believes is excluded from the scope of this Agreement, so that the USAFH can make an independent assessment about said exclusion. Employee hereby assigns to USAFH all such Inventions including all ownership and intellectual property rights in such Inventions.

Employee shall assist USAFH, at USAFH's request and expense, to further evidence, record, and perfect such assignments and all rights in and to the Inventions, and to perfect, obtain, maintain, enforce, and defend any rights specified to be so owned or assigned. Employee hereby irrevocably designates and appoints USAFH and its agents and attorneys-in-fact to act for and in Employee's behalf, to execute and file any document, and to do all other lawfully permitted acts to further the purpose of this Agreement with the same legal force and effect as if executed by Employee.

If Employee believes that an invention, work of authorship, or other creative work related to USAFH's actual or anticipated mission, business, or purposes, was created by Employee prior to Employee's relationship with the USAFH, and is not within the scope of this Agreement, Employee has listed it on Appendix B. If Employee uses or (except pursuant to this Agreement) discloses Employee's own or any third party's confidential information or intellectual property when acting within the scope of Employee's employment or otherwise on behalf of USAFH, USAFH will have, and Employee hereby grants USAFH, a perpetual, irrevocable, worldwide royalty-free, non-exclusive, sublicensable right and license to use and exercise all such confidential information and intellectual property rights.

3) No Conflicting Agreements. Employee has not entered into, and agrees that Employee will not enter into, any agreement either oral or written in conflict with this Agreement, or with

Employee's employment with USAFH. Employee will not violate any agreement with or rights of any third party or, except as expressly authorized by USAFH in writing hereafter, use or disclose Employee's or any third party's confidential information or intellectual property when acting within the scope of Employee's employment or otherwise on behalf of USAFH. Employee shall immediately disclose any prior or anticipated agreement with another employer or third party that potentially violates this Section or any other part of this Agreement.

- 4) Protection and Return of Documents Containing Confidential Information. Except as otherwise provided in Section 5, Employee agrees that he/she shall not disclose, upload, or provide any documents containing Confidential Information to, or permit any inspection or copying of such documents by, any individual or entity at any time while employed by USAFH or following separation from employment with USAFH, or publish, display or distribute documents containing Confidential Information electronically or in paper or other form, except as expressly authorized by USAFH and strictly in accordance with and for the business and other purposes of USAFH. Further, on or before the last day of employment with USAFH, or at another time specified by USAFH, Employee shall return all Confidential Information in Employee's possession in whatever form, and including all copies of documents containing Confidential Information, to the Human Resources Department of USAFH. The term "document" as used in this Agreement, includes without limitation, all paper, audiovisual, and electronic correspondence, communications, folders, files, records, notes, spreadsheets, forms, databases, handbooks, hard drives, discs, photographs, audio or video recordings, tape, cloud storage, web pages or postings, and other storage media.
- 5) Disclosure in Accordance with Law. This Agreement, including Sections 1(a)- (e) and 4 above, does not prohibit Employee from communicating with, or making disclosures of Confidential Information to, the EEOC, state or local civil rights agencies, the OSHA, and other government agencies, or from filing administrative charges or complaints with such government agencies, from filing claims for unemployment and worker's compensation benefits, as applicable, or from participating or cooperating in investigations or proceedings of such agencies. This Agreement also is not intended to prevent Employee from exercising any rights the Employee may have under the National Labor Relations Act.
- 6) Reasonableness. Employee has carefully read and understands this Agreement, has considered its legal implications and had an opportunity to consult with an attorney of Employee's choice, if desired, and agrees that its provisions, including the time periods set forth therein, are reasonable, and represent a legitimate and valid protection of USAFH's trade secrets and other interests. If any part of this Agreement is deemed to be invalid or unenforceable by a court of competent jurisdiction, or other authorized tribunal, Employee and USAFH agree that such court or tribunal may modify and enforce such restrictions to the extent it believes to be reasonable under the circumstances existing at that time.
- 7) Consequences and Remedies.
 - a) If Employee violates any part of this Agreement, Employee may be subject to disciplinary or other corrective action, or immediate termination of employment, in USAFH's sole discretion.
 - b) In addition, and not in lieu of Section 7(a), USAFH shall be entitled, in the event of violation or threatened violation of the promises and agreements set forth above, to a temporary restraining order, preliminary injunction, or other injunctive relief, without

posting of any bond or other security, barring Employee from violating any such provision. Employee further agrees that, in the event of such a violation or threatened violation, USAFH will suffer immediate and irreparable harm and damage for which money alone cannot fully compensate USAFH. Nothing in this subsection shall be construed as an election of any remedy, or as a waiver of any right available to USAFH under this Agreement or the law, including the right to seek damages from Employee for a violation of any provision of this Agreement.

c) Unless Employee has signed an express written employment agreement signed by USAFH and Employee and providing for a specific term of employment with USAFH, Employee agrees that employment with USAFH is at-will employment and that this Agreement does not modify Employee's at-will employment relationship with USAFH.

8) Survival. Employee agrees that Employee's obligations under this Agreement shall continue in effect after termination of Employee's employment with USAFH, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary on Employee's part, and that USAFH is entitled to communicate Employee's obligations under this Agreement to any future or potential employer of Employee. Employee's agreements, representations and obligations under this Agreement also shall be binding upon Employee's heirs, executors, assigns, and administrators and shall inure to the benefit of USAFH, its subsidiaries, successors, and assigns.

9) Miscellaneous Provisions. This Agreement is the entire agreement of the parties on the subjects herein from the date of this Agreement going forward. This Agreement shall not be modified or amended, nor may any rights hereunder be waived, except through a written instrument signed by both of the parties hereto. This Agreement shall be interpreted according to and governed by Colorado law, without regard to conflicts of laws rules. Except to the extent that an arbitration agreement between the parties applies, USAFH may, and Employee must, bring any action concerning this Agreement only in state or federal courts having jurisdiction over Colorado Springs, Colorado, and Employee acknowledges and submits to the personal jurisdiction of such courts for all purposes related to this Agreement. By signing below, Employee warrants and agrees that Employee understands, accepts and agrees with each provision of this Agreement, and that Employee has had an adequate time to review and consider this Agreement. This Agreement may be executed (signed) in one or more counterparts, which will be constructed together as one document.

EMPLOYEE

USA FIELD HOCKEY

Print name: _____
Date: _____

By: _____
Its: _____
Date: _____

Appendix A

Instructions: This is a partial, but not a complete, list of the Confidential Information subject to this Agreement.

- USAFH's Sport80 database and any other internal database used in its business or operations.
- Names, contact information, and personal and athletic information concerning current, former and prospective USAFH members, including athletes, coaches and game officials.
- Names, contact information, and details of current, former and prospective donors, sponsors, and others who support USAFH's programs.
- Employee list, and personal background, qualifications, and skills, of current, former and prospective USAFH employees and volunteers, and all information contained in employee records (other than Employee's own personnel file).
- Vendor list, vendor contracts, and all information contained in vendor records.
- Athlete, team, coaching, and game analysis and strategies, including training curriculums, player developmental information, and competitive research and analysis.
- Video recordings and analysis, including recordings of game, athlete, coaching, and training activities.
- Curriculums and other training materials used or to be used with players, coaches, umpires and other participants, including elite and club level participants.
- All information concerning the financial condition of USAFH, including information contained in any income statement, balance sheet or other internal financial report.
- Marketing plans and strategies of USAFH, including information pertaining to current and prospective clubs, teams, donors and sponsors.
- Manner of operation, contracts, and business and financial information.
- Financial, staffing and other business plans and strategies of USAFH.
- Negotiations, analysis, and contracts for financing, expansion, merger, acquisition, new sponsors, new vendors and legal issues.
- Technical and other research and development projects, methodologies and results.
- USAFH's intellectual property, including sports and business systems, databases, computer software, inventions, innovations, and software and hardware documentation.
- Forms, manuals, handbooks and guidelines written for internal staff use.
- Any materials for which USAFH has copyright protection or which are marked confidential.
- USAFH's proprietary operating procedures and systems.

CONFIDENTIALITY AND INVENTIONS AGREEMENT

Appendix B

SOCIAL MEDIA GUIDELINES

Introduction

USA Field hockey supports and encourages staff to use social media platforms in positive ways to connect and interact with teammates, fans, media, members and the community. These social media guidelines were created to encourage staff to share their voice online in a positive, effective and constructive manner. Content placed on any social media platform is public information and a direct reflection of the athletes, USA Field hockey and Team USA.

Staff must at all times act in the best interests of the game and shall not act in any manner which is improper or brings USA Field Hockey, the team, any individual player, coach or member of staff, or the wider game of field hockey into disrepute or use anyone, or a combination of threatening, abusive, indecent or insulting words. Such comments which are considered improper may lead to disciplinary action.

What is Social Media?

Social Media is an online community and a form of communication that increases and enhances the sharing of information. This makes the transfer of text, photos, audio, video and information in general fluid among internet users and viewable to the world. Social media platforms include, Facebook, Twitter/X, Instagram, SnapChat, Pinterest, LinkedIn, TikTok, and more.

Official USA Field Hockey Accounts

- **Facebook:** facebook.com/USAFieldHockey
- **Twitter/X:** [@USAFieldHockey](https://twitter.com/USAFieldHockey)
- **Instagram:** [@USAFieldHockey](https://instagram.com/USAFieldHockey)
- **YouTube:** youtube.com/USAFieldHockey
- **Pinterest:** pinterest.com/USAFieldHockey
- **TikTok:** tiktok.com/@usafielddhockey
- **Website:** usafielddhockey.com

How USA Field Hockey uses Social Media

USA Field Hockey uses social media to engage and connect with members, fans, athletes and the media as well as promote and market new programs, upcoming events, athletes, sponsors, etc. To avoid misconceptions about authentic USA Field Hockey accounts, only the official accounts for USA Field Hockey are permitted to use USA Field hockey names, logos and marks in titles, profiles and URLs.

Guidelines

Social Media is a great way to memorialize important moments, and engage with fans. However, be aware of the impact and what you post is public information.

Best Practices

Be a Good Ambassador

Always be aware that your opinion and behavior reflect on USA Field Hockey and Team USA.

Be Aware Social Media is Public Information

Even though you may use privacy tools, assume that everything you post on social media is public information.

Consider Your Audience

Remember the social media audience is unrestricted in terms of age, gender, nationality, faith, sexual orientation and disability. Tweets can be read by children of all ages and journalists can create/embellish stories based on your postings.

Respect Copyrights and Fair Use

Always give proper credit for their work and make sure you have the right to use something with attribution before publishing.

Think Twice Before Posting or Retweeting

A general rule of thumb is if you would not be happy seeing the image or quote in a national newspaper, do not post or tweet it.

Be aware that re-tweeting, liking or commenting on another person's post may lead to disciplinary action if the original comment was improper.

Keep Security in Mind

Avoid sharing log-in details and using web-mail email accounts as social media log-ins. Change your password frequently and avoid use the same password for multiple accounts.

Do Not Use USA Field Hockey Logos

Using the USA Field Hockey name, logo or marks in any social media account or domain name not created by the Communications Department is forbidden.

Ask Before It's Too Late

If you are in doubt about appropriateness of a post or tweet, contact USA Field Hockey's Communications Manager before posting.

Deleting or publicly apologizing for an improper posting does not prevent disciplinary action from being taken.

Do Not Leak Information

Staff shall not reveal information about the team or the head coach, that may be detrimental to performance. This may include, but is not limited to, starting teams, team plays, injury status, fitness, medical treatment, information about teammates (especially without their consent), contact details of teammates or staff, criticism of USA Field Hockey, the team, individual players, staff or coaches, etc.

Additionally, all internal communication is not to be shared on any social media platform.

Using Good Judgement

Refrain from comments that can be interpreted as slurs, demeaning, inflammatory, etc. Comments which include reference to a person's ethnic origin, race, nationality, faith, gender, sexual orientation or disability may be considered aggravated and attract a higher disciplinary action.

Rule 40

Prior to, throughout and following the Olympic Games, Rule 40 states that *no competitor, coach trainer or official who participates in the Olympic games may allow his person, name, picture or sport performances to be used for advertising purposes during the Olympic Games, unless permitted by the IOC Executive Board.* Black-out dates will be provided to players in advance during the Olympic year.

Respect Sponsors

Negative comments about USA Field Hockey premier partners, sponsors or suppliers and United States Olympic Committee worldwide and domestic partners are considered inappropriate and may also attract disciplinary action.

We encourage all staff to be active on various social media platforms and therefore welcome the opportunity to assist staff with using, promoting and protecting themselves on social sites. For any questions regarding social media and these guidelines, please contact USA Field Hockey's Communications Department.

communications@usafieldhockey.com

By signing below, you acknowledge that you have reviewed USA Field Hockey's Social Media Guidelines and understand disciplinary action may be taken if posts are in violation of these guidelines.

Signature

Date

JANUARY 1, 2026

**GIFTS AND ENTERTAINMENT POLICY
OF
UNITED STATES FIELD HOCKEY ASSOCIATION, INC.**

1. Purpose

USA Field Hockey is committed to sustaining an ethical workplace free of conflicts of interest and perceived conflicts of interest. **USA Field Hockey** therefore has adopted this Gifts and Entertainment Policy to provide instruction to **USA Field Hockey** employees, board members, officers, committee members, task force members, hearing panel members, and volunteers regarding how to handle offers of gifts or other forms of entertainment from individuals or companies that do business with, or are interested in doing business with, **USA Field Hockey**. Additionally, it provides instruction on USA Field Hockey extending gifts to third parties.

This policy should not be considered in any way as an encouragement to make, solicit or receive any type of gift or entertainment. **Indeed, USA Field Hockey employees, board members, officers, committee members, task force members, hearing panel members, and volunteers may not, under any circumstances, actively solicit any type of gift or entertainment.** Further, **USA Field Hockey** will not under any circumstances permit or authorize participation in any business gifts or entertainment that might be considered lavish, inappropriate or illegal. The only permitted gifts or entertainment are those outlined in this policy, and those gifts or entertainment must be properly disclosed.

2. Applicability of Policy

This Gifts and Entertainment Policy is applicable to all **USA Field Hockey** employees, board members, officers, committee members, task force members, hearing panel members, and volunteers, as well as their spouses and immediate family members (“Affiliated Individuals”).

3. Non-Gifts

The following items/scenarios do not constitute a reportable gift or entertainment under this policy:

- a) Any item or event which is available to the general public and the Affiliated Individual pays fair market value for;
- b) Promotional items that are provided to all attendees at an event or items of nominal value (less than \$25.00 retail value);
- c) A gift or invitation extended by a relative or provided by an individual on the basis of personal friendship; individuals subject to this policy must be mindful of gifts and invitations based on friendship as opposed to gifts and invitations provided based on one’s role with USA Field Hockey;
- d) An item which may be publicly displayed or shared among USA Field Hockey employees, such as flowers or cookies; or
- e) Food and/or beverage provided as meal or refreshment at a business meeting or reception attended by an Affiliated Individual as part of their official responsibilities, provided such food and/or beverage is reasonable for the event.

4. Receiving Business Courtesies

- a. Current Business Partners

Affiliated Individuals may accept gifts from individuals and companies that currently do business with, or make donations to USA Field Hockey as follows:

- i. Partner/sponsor/supplier products and partner/sponsor/supplier-branded products (e.g., logoed jackets) with a value of up to \$1,000 per Affiliated Individual, per year, per individual/company;
- ii. Other gifts with a value of no more than \$100 per Affiliated Individual, per year, per individual/company;
- iii. Invitations for the Affiliated Individual to attend sporting events with an individual/company representative
 - a. Travel to and from such events may only be accepted to the extent approved in advance by USA Field Hockey's Judicial and Ethics Committee.
- iv. On an infrequent basis, invitations for a spouse or family member to join the Affiliated Individual at sporting events with an individual/company representative;
 - a. Travel to and from such events for the spouse or family member may only be accepted to the extent approved in advance by USA Field Hockey's Judicial and Ethics Committee.
- v. Invitations to attend fundraising events with an individual/company representative at no cost to the Affiliated Individual;
- vi. Invitations to attend other social, educational, or entertainment events intended to enhance the business relationship, provided that the cost of the event does not exceed \$100 per Affiliated Individual, per event and \$400 total per Affiliated Individual per company, per year; and
- vii. Perishable or consumable gifts provided that the gift is reasonable and not unduly lavish.

b. Prospective Business Partners

Affiliated Individuals may accept gifts from individuals and companies that are not current business partners of **USA Field Hockey** but that may or may not be seeking to engage in a business relationship with **USA Field Hockey** as follows:

- i. Gifts with a value of not more than \$100 per Affiliated Individual, per year, per individual/per company;
- ii. Invitations for the Affiliated Individual to attend sporting events with an individual/company representative (but not travel to and from such events);
- iii. Invitations to attend fundraising events with an individual/company representative;
- iv. Invitations to attend other social, educational or entertainment events intended to promote the business relationship provided that the cost of the event does not exceed \$100 per Affiliated Individual, per event and \$200 total per Affiliated Individual, per individual/company, per year.

c. Limitations

Affiliated Individuals may accept gift certificates within the limits set forth in this policy, but may never accept cash or financial instruments, such as checks or stocks, in any amount from any source.

d. Disclosure and Approval

Affiliated Individuals must promptly disclose any and all gifts or invitations received in their capacity as an employee or representative of USA Field Hockey to the Chief Financial Officer. Where the gift or invitation is made to the CFO, the requisite disclosure must be made to the Judicial and Ethics Committee. Disclosures can be made by submitting all necessary information to Janet Paden, the CFO, at jpaden@usafieldhockey.com.

Prior to accepting invitations or gifts that include travel and/or overnight accommodations, written approval must be received from the CFO. In the case of the CFO's request for approval, such approval must be received from the Judicial and Ethics Committee.

In the event that an Affiliated Individual receives a gift that exceeds the permissible limits, but is concerned that returning the gift may appear discourteous or it is not reasonably possible to refuse the acceptance of the gift (e.g., an anonymous gift, a gift being delivered by a third-party courier to the Affiliated Individual's office), the Affiliated Individual must provide the gift to the CFO. The receipt of these surrendered gifts, which will be donated to USA Field Hockey or another designated charity, will be logged by the CFO.

The Judicial and Ethics Committee and the CFO may, in consultation with the Affiliated Individual, to require that any gift(s) be surrendered and donated to USA Field Hockey or another agreed-upon charity if the Judicial and Ethics Committee or the CFO believes that such gift(s) is not proper and/or creates an appearance of impropriety.

5. Extending Business Courtesies

a. Current or Prospective Business Partners

There may be times when an Affiliated Individual wishes to extend a gift or an invitation to attend a social event (e.g., reception, meal, sporting event, or theatrical event) to further or develop a business relationship.

In such instances, gifts may not exceed \$100 in value per person, per year, without the prior written approval of the CFO and/or the Judicial and Ethics Committee.

Invitations to events must be reasonable and appropriate. Topics of a business nature must be discussed at the event, and the Affiliated Individual must be present. The cost associated with such an event should not exceed \$100 per person/company per year, except with regard to sporting events and fundraising functions, without the prior written approval of the CFO. Moreover, such business entertainment with respect to any particular individual must be infrequent, which, as a general rule, means not more than four (4) times per calendar year. Any business entertainment in excess of this standard must be approved in writing by the CFO.

All such gifting and business entertainment must comport with the code of conduct or code of ethics of the recipient's organization.

USA Field Hockey employees or Board members may give gift certificates within the limits set forth in this policy, but may never give cash or financial instruments, such as checks or stocks.

b. Government Employees

The giving of gifts to federal, state, and local government employees is governed by a complex set of rules that is typically agency-specific. Generally, the giving of gifts to government employees is very limited or prohibited. Before offering a gift to a government employee, of any value, you must receive the approval of the CFO in advance and in writing.

c. Disclosure And Approval

All gifts or invitations offered by an Affiliated Individual must be covered by the appropriate USA Field Hockey budget and must be approved in advance by the appropriate USA Field Hockey supervisor.

Any potential gifts or invitations extended that exceed the limits and/or parameters noted above must be disclosed to, and approved in advance and in writing by, the CFO before they may be offered. To submit a gift disclosure please email Janet Paden at jpaden@usafieldhockey.com with a copy of the form below.

6. Policy Violations

Violations of this policy may be reported to USA Field Hockey by the processes outlined in the USA Field Hockey CFO. Violations will be referred to CFO or Judicial and Ethics Committee and subject to appropriate disciplinary action, up to and including termination of employment.

7. USA Field Hockey Point of Contact

If an Affiliated Individual is unsure of any of the requirements set forth in this policy or has questions regarding a specific situation related to gifts and entertainment, they should contact fieldhockeysafe@usafieldhockey.com or the owner of this policy, Emily Hewitt, at ehewitt@usafieldhockey.com.

USA Field Hockey GIFT DISCLOSURE FORM

Please complete this form immediately upon receipt of gifts¹ received in your capacity as an employee or representative of USA Field Hockey.

Name: _____

- USA Field Hockey Employee USA Field Hockey Board Member USA Field Hockey Volunteer
- USA Field Hockey Committee Member USA Field Hockey Hearing Panel Member
- USA Field Hockey Task Force Member Athlete Representative
- Contractor
- Other (please specify): _____

Describe the gift(s) received:

- The value of the gift is estimated at \$_____. Note: This is a good faith estimate based on retail value. If the value cannot reasonably be estimated or determined, so state.
- Please describe the source of the gift (name and relationship to USA Field Hockey) and under what circumstances it was received:
 - Current business partner: _____
 - Prospective business partner: _____
 - Other: _____
- Indicate below any matters pending or likely to arise in the future that might involve the donor: _____

Certification: I certify that this gift was not solicited.

SIGNATURE: _____
DATE: _____

Send this completed form to: [INSERT NGB CEO CONTACT INFORMATION OR OTHER DESIGNATED RECIPIENT OF DISCLOSURES]

¹ USA Field Hockey defines personal gifts as items of value provided by individuals and/or organizations with present or prospective business relationships with USA Field Hockey. See USA Field Hockey Gift and Entertainment Policy for exceptions to this definition.

Document Management & Retention Policy

Purpose: Company has business needs and obligations to retain and safeguard documents, both paper and electronic. This policy sets out how Company staff and board members are to manage documents during the time they are maintained so that they are safe, organized, and available to all appropriate Company staff. In addition, this policy sets out how long to keep the documents and what to do when that time expires.

Article I. Paper Documents

Paper documents must be filed in a clearly labeled and organized way and stored in a safe place. Confidential documents must be stored in locations not accessible to unauthorized people. Individual departments are free to adopt paper filing systems, which may include individual and department-wide storage in the workplace and/or departmental storage at remote locations. Documents that are to be stored in remote locations should be boxed using standard document boxes bearing clear labels.

Do not destroy paper documents until the time period, as set out by the Retention Schedule in Appendix A to this policy, has expired (the “Expiration Date”). Identical copies of documents (not bearing handwritten notes or other information not on the original) need not be preserved through the Expiration Date and can be destroyed when no longer needed.

Article II. Electronic Documents

Emails and all other electronic documents stored in connection with Company and Company’s work must be kept in an organized fashion in the cloud-based storage location designated by this policy. Such emails and documents must not be stored on the hard drive of an employee’s computer or in other localized storage media.

Maintain electronic documents for the same periods, as set out by the Retention Schedule in Appendix A. Remember that “electronic documents” include any type of document (whether text, graphics, or spreadsheets) no matter what type of software is used to generate it and what type of computer-readable medium it is stored on, including email. Identical copies of electronic documents need not be preserved through the Expiration Date and can be deleted when no longer needed.

Section 2.01 Emails

The current platform for storing emails is Company’s Microsoft 365 suite of software. This means that an employee’s work email storage should be through Microsoft Outlook, using either (i) subfolders under the user’s “Inbox” on Microsoft Outlook, or (ii) subfolders under the “Online Archive – Company” folder on Microsoft Outlook. Each department may adopt its own approach to the use of these two areas, as best serves its needs.

Section 2.02 All Other Documents

The current platform for storing documents is Company’s Microsoft 365 suite of software. This means that an employee’s electronic documents storage must be through Microsoft 365, using (i) the employee’s “OneDrive” resource, and/or (ii) a departmental SharePoint site. Each department may adopt its own approach to the use of these two areas, as best serves its needs.

Article III. Exceptions

From time to time, you may find that a document, paper or electronic, needs to be maintained even though its Expiration Date has passed. In order to retain documents after the Expiration Date has passed, you must get approval from the Executive Director and note the document(s) in the annual Document

Retention Policy Compliance Statement (see below).

Article IV. **Litigation Holds**

From time to time, the legal attorneys will identify and notify employees of actual or potential litigation matters and instruct not to destroy related documents. Such “Litigation Holds” may include an additional obligation to gather and prepare relevant documents for review. That obligation would likely include the task of segregating and separately storing paper and electronic documents that are subject to the hold. For electronic documents this can be simply creating a new folder and moving relevant documents into that folder. For on-site paper documents, this can be simply creating a new file and moving relevant documents into that file. For off-site paper documents, this means separately boxing the documents and labeling the boxes appropriately, using the label attached hereto in Appendix B.

These “Litigation Holds” may reflect legal obligations of Company and must be honored at all times.

Article V. **Employee Separation**

At the conclusion of an employee’s employment at Company (the “Separation Date”), the employee’s office files, including all paper and electronic documents, must be reviewed by his/her supervisor to determine whether and how to retain the documents according to this policy. This process must be completed and the documents processed for proper retention within 90 days of the Separation Date.

Article VI. **Document Destruction**

All paper and electronic documents are to be screened at least annually by the holder of the documents, to identify documents that have passed their Expiration Dates. By January 31 of each year, the CFO/HRO will ensure that all Company staff receive a copy of this Policy along with copies of all applicable Litigation Holds, if any. Utilizing these documents as guidance on what documents to retain and which may be destroyed, each Company staff member must review all paper and electronic copies of documents in their possession, custody, and control, to determine which documents are past their Expiration Dates. Subject to any applicable Exceptions and Litigation Holds, documents past their Expiration Dates must be destroyed and the Company Document Management and Retention Policy Compliance Statement prepared and submitted by December 31 of each year. Confidential paper documents must be destroyed by shredding; other paper documents may be disposed of in recycle bins.

Article VII. **Annual Certification**

On an annual basis, all Company staff who have paper or electronic documents must sign (whether on paper or electronically) and submit the Company Document Management & Retention Policy Compliance Statement attached hereto as Appendix C, by December 31 of each year.

APPENDIX A – DOCUMENT RETENTION SCHEDULE

NOTE: Retention periods start on the last day of the year in which the Records were created, unless otherwise provided.

Accounting and Finance

Retirement Plan Documents and Agreements, Current	Duration of agreement plus 1-3 years
Insurance Claims	7-10 years after closing of claim
Account Payable Ledgers, Invoices and other Supporting Records	5-7 years
Accounts Receivable Ledgers, and Records	8-10 years
Asset Depreciation Schedules	7 years after disposal of asset
Bank Statements and reconciliations	4-7 years
Cash Books, Journals	4-7 years
Cash Receipts, Checks and Deposit Slips	4-7 years
Expense Reports, Travel Reports, P-Cards	5-7 years
External Audit Reports	generally maintained permanently
General Ledger	8-10 years
Grants	8-10 years
Insurance Policies, both Active and Cancelled	generally maintained permanently
Insurance Documents	generally maintained permanently
Inventory Records	4-7 years
Investment Records	5-7 years
Payroll Records and payroll tax records	5-7 years
Petty Cash Documentation	4-7 years
RFP Bids	8-10 years
Tax Returns with Attached Schedules	generally maintained permanently
VIK Reporting	generally maintained permanently

Athlete Services

Athlete Support (file by athlete)	8-10 years
Classifier Logs	Length of Classifier’s Service plus 2 years
Classifier Training Evaluations	Length of Classifier’s Service plus 2 years
Competition Result Supporting Documentation	8-10 years
Negative Anti-Doping Test Results and Reports	1-2 years
Paralympic Athlete Classification Consent and Evaluation Forms	generally maintained permanently
Paralympic Athlete Medical Declaration Forms	8-10 years
Paralympic National Classification Policies and Procedures	8-10 years
Paralympic Protest and Appeal Filings	generally maintained permanently
Paralympic Training and Education Documents and	8-10 years

Presentations	
Performance Test Results	generally maintained permanently
Scientific Performance Research	generally maintained permanently
Selection Procedures (Olympic, Paralympic, Pan Am, Parapan Am)	8-10 years

Communications

Press Releases, News Releases, and Other Official Statements	generally maintained permanently
Website Content Agreements	7 years after expiration or termination

Contributions/Development/Marketing

Archive samples of sponsor, supplier, and licensee promotional ads and merchandise	generally maintained permanently
Donor and all gift records including signed pledge agreements, research products, gift and tax receipts, biographical information, and substantive donor communications	generally maintained permanently
Donation acknowledgements, hospitality program terms and conditions and pledge reminders	7-10 years
Grant proposals, awards letters and reports	generally maintained permanently
Marketing Contract Summaries, Contracts, and Side Letters	7-10 years after expiration or termination
Records of contributions	generally maintained permanently
Royalty Reports	7-10 years
Sponsor/Supplier/Licensee Consequential Correspondence	7-10 years

Corporate Records/Legal

All permissions for use of others' copyrighted material	generally maintained permanently
Annual Reports	generally maintained permanently
Athlete Safety Participant Information	Generally maintained permanently
Athlete Safety Policy	generally maintained permanently
Athlete Safety Incident Reports	generally maintained permanently
Athlete Safety Investigations	Generally maintained permanently
Athlete Safety Education, training and messaging	3-5 years
Confidentiality Agreements	7-10 years after expiration or termination
Confidentiality and Non-Disclosure Agreements	generally maintained permanently
Contracts and Agreements	2-7 years after expiration or termination

Domain Name Registration Information and Dispute Resolution Activity	generally maintained permanently
Government correspondence	generally maintained permanently
Grievances and associated documents	generally maintained permanently
Inspections, Audits and Reviews where accreditation denied	generally maintained permanently
Inspections, Audits and Reviews where accreditation granted	3-5 years
Invention Assignment Agreements	generally maintained permanently
Litigation/Arbitration Cases	7-10 years from close of proceedings
NGB Governance Documents, including Bylaws, Articles of Incorporation/Constitution, Board of Directors Minutes, Committee Minutes, Board of Directors Minutes, Committee Minutes, Liquidation, Merger & Withdrawal Records, Certificates of Authority, Orders & Decisions of Regulatory Bodies, Conflict of Interest Statements	generally maintained permanently
Organizational Charts	generally maintained permanently
Original Copyright and Trademark Registrations, Renewals, Documents, Work Papers, Memoranda, Correspondence, Etc.	generally maintained permanently
OSHA Inspection Records	5-7 years
Records Destruction Certificate	generally maintained permanently
Records Management Procedures - Expired	8-10 years
Records of efforts not to infringe any copyright, trademark, patent, trade secret, etc.	generally maintained permanently
Request for Deviation from Records Retention Schedule	as long as record is kept under the exception plus two years
Royalty and Licensing Records	generally maintained permanently
Trademark Search Reports and Enforcement Activities (Cease and Desist Letters, Cancellation or Opposition Actions, Etc.)	generally maintained permanently
U.S. Center for SafeSport Audit Reports	8-10 years
USOPC Grants and Agreements	8-10 years

Employee Documents/Human Resources

Affirmative Action Plans	6-10 years
Applications and Resumes (Not Hired)	1-2 years
EEO Data Collection Forms	6-10 years
EEO Records and Reports	6-10 years

Employee Benefits Plan Documents and Amendments	generally maintained permanently
Employee Exposure Records	20-30 years
Employee Handbooks and Policies	generally maintained permanently
Employee Medical Records	20-30 years
Employment Eligibility Verification (I-9) Forms	The longer of the duration of employment plus one year or 3 years.
Individual Employee Benefit Records	7-10 years
Job Postings, Orders, Advertisements, and Recruiting Records	8-10 years
Personnel Files (Application, Resume, Interview Notes, Job Description, Background Checks, Offer Letter, Employment Agreement, Employee Training, Acknowledgments Forms, Performance Appraisals, Disciplinary Action, Transfer, Promotion, And Demotion Records, Resignation Or Termination Documentation, Driving Record, Wage and Rate History, Etc.)	Duration of employment plus a recommended 7-10 years
Records of Disability Accommodation Requested and Provided	Duration of employment plus a recommended 7-10 years
Records of Discrimination/Harassment Complaints, Investigations, and Responsive Actions	Generally maintained permanently
Records of FMLA Leave Requested and Provided	Duration of employment plus a recommended 7-10 years
Restructuring/Reduction-in-Force Documentation	7-10 years
Severance and Separation Agreements	generally maintained permanently
Worker's Compensation documents	7-10 years

General Documents

All records not otherwise identified in this Records Retention Schedule	4-6 years
Letters of general inquiry and replies which complete a cycle of correspondence and have no value after possible reference from the correspondent within a reasonable period of time	1-2 years
Letters requesting specific action such as name or address change, which have no further value after changes are made or action taken	1-2 years
Meeting/Conference Call Reports	1-2 years
Similar letters of various types which might be referred to shortly after they are received or written but which soon cease to have value unless further immediate correspondence ensues.	1-2 years
Unimportant letters and notes which require no	1-2 years

acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings	
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High Performance

High Performance Plans	8-10 years
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Medical

Department of Health Inspection Records	generally maintained permanently
Medical Records - Adult	7 years after the date of last treatment
Medical Records – Minor	Until age 25
Sports Medicine Research	generally maintained permanently
Testing Consent Form	8-10 years

Property Records/Facility Maintenance

Building Plans and Specifications - Inactive	1-2 years
Facility and Equipment Records	generally maintained permanently
Facility Blueprints	generally maintained permanently
Facility Purchase or Lease Records	generally maintained permanently
Maintenance and Repair, Building	Generally life of building plus 10 years or until record is obsolete/superseded
Maintenance and Repair, Equipment	generally life of equipment or until record is obsolete/superseded

Security and Safety

Incident and Major Incident Reports	generally maintained permanently
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APPENDIX B – LITIGATION HOLD DOCUMENT

BOX LABEL

LITIGATION HOLD	
Matter Name:	
Box Label Date:	
Filing Sequence (From – To)	Litigation Box Number:
DOCUMENTS MUST NOT BE REMOVED. NO MATERIAL MAY BE INTERFILED IN THIS BOX.	Litigation Hold Review Date

APPENDIX C – COMPLIANCE STATEMENT

Company STAFF Certification:

_____ I certify that I have read the Company Document Management & Retention Policy.

_____ I certify that I currently am in compliance with the Company Document Management & Retention Policy, meaning that I have managed all company documents, both printed and electronic, in accordance with the terms of this Policy.

_____ (if applicable) I have agreed with the legal attorneys that certain of my documents should be maintained past their Expiration Date. Those documents and the time periods they will be maintained are set out in the attached list.

Date: _____

Signature: _____

Print or type name here: _____



ACKNOWLEDGEMENT OF RECEIPT

I have received a copy of our employee handbook dated April 30, 2026. I understand that the Handbook (including any state-specific supplement for the state in which I work) provides a summary of the Company’s guidelines and its expectations regarding my conduct. I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment with the Company is at-will. This means that neither I nor the Company is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or the Company at any time, for any reason.

The language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of USA Field Hockey, other than the Executive Director or his or her authorized representative, has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the Executive Director and me. We have not entered into such an agreement.

Further, I understand that the contents of this Handbook are summary guidelines for employees and therefore not all inclusive. This Handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the Handbook or any supplement. Except for the at-will nature of employment, the Company reserves the right to revise, delete or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of USA Field Hockey. These changes may occur at any time, with or without notice.

I have read and understand the above statements.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>
Employee Signature	Date
 Print name:	
<hr style="border: none; border-top: 1px solid black;"/>	