

## **1985 - Fund for Women**

### **Background**

In 1985, Field Hockey Ontario (FHO) was incorporated. FHO was an amalgamation of Ontario Women's Field Hockey Association (OWFHA) and the Ontario Field Hockey Association (OFHA). At the point of amalgamation, OWFHA had \$60,000 which was given to the new organization FHO to be kept for use in the promotion of women's field hockey in Ontario. These funds were held in various financial instruments. In 2006, \$24,000 of these funds were used to cover emergency expenses for FHO. At a Special Meeting on April 30, 2011, the membership approved restoring these funds to \$60,000. FHO was directed to create a Terms of Reference for the use of these funds. At the 2011 FHO AGM, the initial three women committee was approved and given direction to amend the draft Terms of Reference and disburse funds in accordance to these Terms of Reference. The amended Terms of Reference to be submitted to FHO Board of Directors upon completion. The initial committee appointed were Ann Doggett, Ruth Hibbard, and Janine La Marre. The initial committee was to disburse \$1200 prior to the end of the 2011/2012 FHO fiscal year. The initial \$1200 disbursement was to be part of FHO's operating budget and not part of the fund. This was deemed to be interest for the borrowing of said funds in 2006.

### **Terms of Reference**

#### **Article 1 - Name and Description**

1. **Name:** The name of this group shall be 1985-Fund for Women (1985-FFW), formerly Field Hockey Ontario's Women's Fund Program Committee, and operates within the by-laws of Field Hockey Ontario, herein referred to as FHO.
2. **Description:** 1985-FFW is a committee of FHO. It is a mechanism of FHO used to meet the criteria as outlined by OWFHA upon amalgamation in 1985 – that is to have stewardship of the \$60,000 legacy of OWFHA, here in referred to as the fund.

#### **Article 2 - Definitions**

**Committee Member:** A female member of FHO who has been appointed and/or elected to the 1985-FFW at an FHO Annual General Meeting. Each member shall have one vote in all Committee decisions. (Article 8)

**FHO Board Year:** This is the length of time between AGMs and measures the terms for Board of Directors and Committee Members.

**FHO Board Liaison:** Board of Director at Large who has Grant Portfolio is the liaison between the 1985-FFW Committee and the FHO Board.

### **Article 3 - Objectives**

1. The primary purpose of these funds will be to develop women's field hockey in Ontario by supporting women to improve their coaching, officiating (umpires and tech), playing or volunteering administrative skills or capacity.
2. The funds may also be used by FHO due to unforeseen circumstances. In this instance, it shall be considered a loan with terms negotiated in each instance with a *maximum* term of 2 years and with negotiated and documented interest payments. FHO shall be expected to return the funds plus the agreed upon interest in no more than two years. FHO shall be expected to supply the funds for the bursary from their operating budget while borrowing from the fund's principal.

### **Article 4 - Members of the Committee**

1. The **number** of members shall be three. If the number of members declines to less than three the FHO Board of Directors shall appoint members to serve until the next AGM unless the disbursement decisions have been completed for that board year, if that is the case then the position shall remain vacant until the next AGM.
2. The **term** of membership shall be three (3) years. Members may serve any number of terms.
3. Membership shall **cease**:
  - a. If the member submits a resignation in writing or otherwise conveys such intent to the remaining members of the committee.
  - b. If the member is deemed to have consistently acted in a manner contrary to the FHO Code of Conduct and subjected to discipline in accordance with the FHO's Complaints and Disciplinary Policy.
  - c. The member has become deceased.
  - d. The member no longer resides in Ontario.
4. Members must sign:
  - a. FHO Code of Conduct
  - b. Conflict of Interest Policy
  - c. Confidentiality Policy

### **Article 5 - Officers**

1. The officers of the fund shall be the Chair, Vice Chair and Recorder. The committee will determine officers after the AGM.
2. Duties of Committee -
  - a. Chair:
    - i. Shall direct the activities of the committee as to achieve its objectives.
    - ii. Shall preside at Committee meetings.

- iii. Shall work in partnership with FHO Board of Directors to ensure success of committee and recommend suitable candidates to sit on the committee.
- iv. Coordinate banking and payments with FHO Executive Director/Staff or FHO Treasurer.
- b. Recorder:
  - i. Shall maintain a record of proceedings of all meetings.
  - ii. Shall send these minutes to the FHO BOD Liaison or designated liaison.
  - iii. Shall attend to all official correspondence, communications, posting of notices and submission of records for filing (records saved in BOD Google Drive).
  - iv. Shall liaise with FHO staff to accept applications on a FHO email account.
  - v. Accept applications and disperse the same to all Committee members.
- c. Vice Chair:
  - i. Shall complete duties of Chair in her absence.

#### **Article 6 - Meetings**

The Committee shall hold meetings (in person, electronically, or by phone) to evaluate applications/requests received. All meetings shall have minutes taken and submitted to FHO Liaison within 2 weeks from the date of the meeting.

#### **Article 7 - Voting**

1. Each Member shall have one vote.
2. Members who have declared a conflict interest with respect to an application must not be present at the meeting at which that application is being discussed.
3. The general operating principle is to achieve consensus on the awarding of funds.

#### **Article 8 - Elections**

1. Nominations for candidates will be done in accordance with FHO AGM procedure for the nomination of Board of Directors.
2. In the election of Committee Members, the vote will take place at the FHO AGM as per FHO by-laws for election of Board of Directors.
3. If insufficient members are nominated or elected to fill the Committee positions, the FHO Board of Directors will appoint the remaining members prior to the next call for funding.

## **Article 9 - Finance**

1. The fiscal year shall be the same as FHO's fiscal year.
2. The 1985 Fund For Women shall be maintained by FHO as a separate bank account/investment fund.
3. The Chair shall submit a financial report to the Secretary FHO BOD to be included in the official AGM reports.
4. A motion at the AGM/Special meeting will determine the use of the fund if the Committee is dissolved.
5. In general, only the interest from the principal funds shall be dispersed in any given year.
  - a. The maximum amount available for awards in any year is the value of the account that exceeds the principal \$60,000 at the end of the previous fiscal year.
  - b. The amount may be distributed to one or more candidates
  - c. The decision of the number of candidates to be awarded bursaries and the amount of each bursary will be made by the committee based on the strength and depth of the applications.
  - d. The committee may also decide not to award any disbursements in a given year if the applications do not merit it.
6. Signing officers for the account will be FHO Staff and FHO Officers or FHO designate.

## **Article 10 - Applications**

### **1. Criteria for decisions:**

- Any current members of FHO that identify as female may apply for financial assistance
- Players, coaches, and officials receiving Quest for Gold or any other form of financial assistance from FHO, Jumpstart, KidSport, Ministry responsible for sport, FHC, Coaches Association of Ontario (CAO), or Sport Canada **cannot use the funds for the same purpose** (i.e., if a coach received funding from the CAO or FHO to put towards NCCP certification, they can still receive funding to offset the cost of FIH or other development activities).
- Assistance may be requested to cover the cost of a course, conference fees, air fare, provincially or nationally run training sessions, or training or identification camp levies
- The committee will consider requests from female players, female coaches, female officials, and female club administrators and associates
- Applicant must express financial need
- Individual applicants will be considered based on how they will utilize their past experience to promote further development within their coaching, officiating, or playing careers

- Club administrators or associates applying on behalf of their sponsored member will be considered based on the development of *new* players, coaches, officials, and programs
- Applicants should indicate how their skill/training/education/volunteering will promote the development of field hockey in Ontario
- Successful applicants may not apply again for three (3) years from receipt of funds
- Individuals who identify as male are not eligible to receive funds
- Players must include a letter of recommendation from their club, high school, or university head coach or provincial coach
- Coaches must include a letter of recommendation from their club or school administrator
- Officials must include a letter of recommendation from the host event in which they have been invited to and they are applying for funding to attend, the club administration for which you are associated with, or from FHO's Coaches and Officials Committee
- Administrators and associates must include a letter of recommendation from a club president/chair, or in the case of the president applying, the vice chair or treasurer
- Applications must include a link to the course or conference, or an outline of expected purchases or payments for equipment, grassroots programming fees, participation fees, air fare, provincially or nationally run training sessions, or an invitation to a training or identification camp

## **2. Timing of Applications:**

- Applications must be submitted to FHO between April 1 and April 30
- Amount of funds for disbursement in any Board Year will be posted on FHO's website by March 30
- The committee shall post the names of the successful applicants and the nature of their bursary on FHO's website
- Payment to successful applicants will be made after receipt of costs/completion of the event is received

## **3. FHO's Role:**

- FHO will maintain a page for the Fund on its official website. The information shall contain the terms of reference, past recipients, appeal process, and other information as determined by the committee.
- FHO will promote the 1985 Fund for Women Award on its social media platform.
- FHO's 2022 Timeline for the 1985 Fund for Women Award is as follows:
  - March 19<sup>th</sup>; FHO Staff to Review the Application Form & update from the previous year
  - March 22<sup>nd</sup>; Review of online campaign
  - May 29<sup>th</sup>; Terms of Reference updated and approved by Board of Directors

- June 13<sup>th</sup>; 'Coming Soon' Online Post and e-newsletter
- June 15<sup>th</sup>; Application Goes Live
- June 25<sup>th</sup> at 12 noon; Application Closes
- June 27<sup>th</sup>; Review of Applications (Women's Fund Committee)
- July 6<sup>th</sup>; Recipients Selected
- July 8<sup>th</sup>; Recipients Announced Online
- The dates for future years should reflect those set forth in the 2022 Timeline.

#### **4. Recipient's Role:**

- The committee may request the successful applicant to share knowledge gained at a meeting or conference with other members or complete reports to FHO and the Committee
- Successful applicants must submit receipts of payment for course, conference fees, air fare, provincially or nationally run training sessions, or training or identification camp levies

#### **5. Appeals:**

- Appeal process shall be sent to each applicant with acknowledgement of receipt of their application
- Appeals will be filed with secretary of the FHO Board of Directors
- Appeals will only heard for the following reasons:
  - Allegation of Conflict of Interest
  - Allegation of repeat successful application within three (3) years
  - Allegation of funds not used as indicated
  - Allegation that the recipient was not a member of FHO at the time of application

#### **6. Appeal Process:**

- A. Any unsuccessful applicant may appeal only on grounds listed in Section 5 Appeals.
- B. Applicants must submit their appeal in writing to the Secretary, FHO Board of Directors within three weeks of the posting of the fund's successful applicant(s).
- C. The appeal must contain the reason for the appeal and evidence to support the appeal.
- D. The Secretary (or other FHO BOD as appointed if the Secretary has a personal or club connection to either the successful applicant or the person appealing) shall appoint a three-person committee to review the appeals. The Appeal Committee shall not be an FHO Board of Director or a member of the fund. Non-FHO members may be appointed. All members of the Appeal Committee must be neutral. This shall be done within 2 weeks of the receipt of the appeal.



- E. The Secretary shall ask the Chair to submit all applications to the Appeal Committee within 1 week of being appointed.
- F. The Appeal Committee shall meet within 1 week of the appointment of the last member.
- G. A decision will be sent in writing to the person appealing not later than 4 weeks from the date of the receipt of the appeal.
- H. The decision of the Appeal Committee is final.
- I. FHO shall bear all costs of the appeal from its operating budget.