



POLICIES & PROCEDURES

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1 MISSION, VISION AND VALUES

Committed to collaboration and community, Squash BC channels the intensity and passion for the sport into opportunities for squash players of today and tomorrow. Through driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding and enabling lasting connections for its members across the province.

1.1 OUR VISION

Squash is and will continue to be a growing, flourishing, lifelong sport of choice for active, health conscious British Columbians of all ages.

1.2 OUR MISSION

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC.

We will do this by:

- Promoting the growth of squash throughout BC and encouraging more people to play squash.
- Providing valued services to our individual members and squash clubs in BC.
- Promoting and sanctioning competitions within BC.
- Promoting our athletes at the national and international levels of play.
- Developing programs that will increase the level of play and improve the quality of coaching and refereeing.
- Building strong relationships with BC squash clubs and local, provincial, national and international squash associations.
- Seeking and accepting gifts, donations and legacies that will further the sport of squash.

1.3 OUR VALUES

- **Excellence:** Achieving the best outcomes for our members and our organization.
- **Integrity:** Delivering programs, and services with fairness, consistency, and transparency.
- **Innovation:** Forward-thinking, proactive, organization that embraces change for the betterment of the game for our stakeholders.
- **Relationships:** Fostering positive connections with our stakeholders based on mutual respect and shared values.
- **Service:** Enhancing our stakeholders experience and value

2 MEMBERSHIP

2.1 ELIGIBILITY FOR MEMBERSHIP

- a) Any club, facility or individual in the Province of British Columbia may join the B.C. Squash Racquets Association, provided they uphold the rules of the B.C. Squash Racquets Association, pay the required fee by the established deadline and conform to the policies of the B.C. Squash Racquets Association. NOTE: the term "Squash BC" will be used to denote the B. C. Squash Racquets Association.

2.2 MEMBERSHIP APPROVAL

- a) See Squash BC Bylaws Article II Membership 2.2
- b) The Squash BC Board of Directors reserves the right to accept, reject or revoke any club/individual application for membership.

2.3 RESPONSIBILITIES OF MEMBERSHIP

- a) Individual members shall provide the Squash BC Office with their name, address, telephone numbers, date of birth, club, gender, playing caliber and any other data as may be required by Squash Canada and provincial or federal governments.
- b) Club members shall provide the Squash BC office with their name; physical, web and email addresses; telephone numbers; name and contact information of the individual who should receive notices, minutes, information, etc from Squash BC and any other data as might be required by Squash Canada and provincial or federal governments. As well, provide the name and contact information of the individual who will represent the club for voting purposes.
- c) Members shall abide by the Squash BC governing documents including: Constitution, By-Laws, Policies and Procedures and Rules.
- d) Each member shall pay any/all prescribed fees, dues or indebtedness, as established by the Board of Directors.

2.4 REMOVAL OF MEMBERSHIP

- a) See Squash BC Bylaws Article II Membership 2.2.

2.5 MEMBERSHIP FEES

- a) Membership fees shall be established by the Squash BC Board of Directors at such time of year in order to give sufficient notice for the upcoming season.
- b) Upon approval of fee rates by the Board of Directors, all clubs/facilities will be invoiced for membership fees by August 1st of each year. Payment to be made in full by September 30th of the said year.
- c) Upon approval of fee rates by the Board of Directors, all individual members will be notified for membership fees by September 1st of each year. Payment to be made in full by September 30th of the said year.

2.6 FAILURE TO PAY MEMBERSHIP FEES

- a) The failure by a member to pay the fees established pursuant to section 1.5 by the established deadline will result in the member's immediate removal from the membership roster and expulsion from Squash BC.
- b) A club/facility who has been expelled pursuant to section a) above may apply for membership. If membership is approved by Squash BC, the club/facility shall pay the fees established pursuant to section 1.5 together with an additional ten percent (10%).

2.7 MEMBERSHIP IN SQUASH CANADA

- a) As a member of the National Sport Governing Body, Squash BC abides by the rules governing membership and agrees to pay the prescribed fees, as set out by Squash Canada, and to submit payment for same by the established deadline.

2.8 ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

- a) Squash BC will hold Annual General Meetings (AGM) and Extraordinary General Meetings (EGM) in accordance with the Constitution and Bylaws.
- b) Each club/facility member present at an AGM or EGM will be entitled to one vote by the representative of that club/facility.
- c) Each geographic Zone (zones are defined by BC Gaming Branch) will have a specified number of votes at any AGM or EGM of the Association. Zone 1 – 1 vote, Zone 2 – 2 votes, Zone 3 – 1 vote, Zone 4 – 1 vote, Zone 5 – 2 votes, Zone 6 – 2 votes, Zone 7 – 1 vote, Zone 8 – 1 vote. It shall be determined by the Board of Directors in a policy document ratified at each AGM which Zone Representative will be responsible to cast the Zone votes for the following year's AGM or EGM.
- d) Voting by proxy shall be permitted at any AGM or EGM of the Association. The proxy holder shall be appointed by the voting Member or Zone Representative of the Association.

3 BOARD OF DIRECTORS

3.1 GENERAL RESPONSIBILITIES

- a) The BC Squash Racquets Association is the sole governing body for squash in B.C. and as such is responsible to its members for managing the affairs of the Association and to exercise the authority and powers of the Association in accordance with the Constitution and By-laws. It is also responsible for policy formulation and vision-making for the Association.
- b) No Board of Director office shall be held by the same person for more than four (4) years, unless approved by the Board of Directors.
- c) If any member of the Board of Directors fails to attend three (3) successive meetings, the Board of Directors shall have the option of declaring a vacancy in the position held by such absentee member. Any office held by any person shall automatically be deemed to be vacated if such person submits his written resignation to the President, is found to be of unsound mind or is declared bankrupt.
- d) The Board will annually appoint and approve Zone Representatives. Individuals will be identified and submitted to the Board by each Zone through an open nominations process which includes, but is not limited to the opportunity for leagues and associations in those zones to nominate representatives. If there is no nominee in a Zone, the Board of Directors will identify and appoint an individual to that position.
- e) The Board of Directors authorizes and sanctions tournaments, leagues and other events which relate to the game of squash. The Board will decide all points of law or questions arising with respect to any squash racquet event which it has sanctioned or which may be submitted to it for a decision and the Board of Directors may, when it deems it proper to do so, refer any matter to Squash Canada for a decision.
- f) The Board of Directors shall, in any matter where it has jurisdiction, prohibit any act or practice, or infringement of any rule or regulation, by any person, club or group which it deems to be detrimental to the interests of or contrary to the ethics of the game of squash racquets and shall take any action it deems advisable to enforce such prohibition in accordance with Squash BC Policies.
- g) The Board of Directors shall allow Individual Members in good standing to participate in sanctioned tournaments, leagues or events. Non-residents of British Columbia who are in good standing with their governing body or Association may play in sanctioned tournaments or leagues.

3.2 SPECIFIC RESPONSIBILITIES

The Squash BC Board of Directors shall:

- a) Direct the management of the Association including the operating budget.
- b) Establish and implement policies and procedures.
- c) Evaluate employees of the Association including hiring, firing, terms and conditions of employment, and discipline.
- d) Develop, maintain and monitor the progress of Squash BC's Strategic Plan.
- e) At the first meeting of the Board following the AGM each year, review the Standing Committees of Squash BC and add or delete committees as deemed necessary to meet the mission and objectives of the organization.
- f) At the first meeting of the Board following the AGM each year, the President will review the Portfolios of the Board and assign Portfolios to each Board member.
- g) Board Members will monitor and oversee all aspects of the committees that come under the portfolios assigned to them.
- h) Appoint Committee Chairs and Program Coordinators and develop review and revise, as needed, policies to govern the operation of the Committees.
- i) Have final approval of all policy documents passed by Committees and final approval of all Committee budgets and expenditures.
- j) Ensure each Committee develops and implements an annual plan for the delivery of their program that supports the objectives of the SQBC Strategic Plan.
- k) Report to the President and the Board of Directors on any matters relating to the Committees.
- l) Work with the Chairs of the Committees to assist the Chair in any way possible and provide Board of Directors input from the Committee.
- m) Conduct the affairs of Squash BC without purpose of financial gain for members and uses profits for management of its affairs and the promotion of its objectives.
- n) Assist the Executive Director with any items requiring Board of Directors input or decisions.
- o) Approve schedules of sanctioned tournaments, leagues and events within British Columbia during each squash season.
- p) Provide programs to develop high calibre athletes, coaches and officials in British Columbia.
- q) Attend all meetings of the Association where possible.
- r) Provide sufficient representation to Squash Canada by the President or a designated alternative.
- s) Approve membership in the Association.

3.3 QUORUM

- a) A quorum at all meetings is 4 members of the Board of Directors.

4 SPECIFIC RESPONSIBILITIES OF EACH BOARD OF DIRECTOR

4.1 PRESIDENT

- a) Be the Chief Executive Officer of the Association and provide its membership with leadership in areas of policy, planning, implementation and administration.
- b) Act as Chairperson at all Meetings of the Board of Directors of the Association, at Annual General Meetings, Extraordinary General Meetings and any other such meetings that may occur.
- c) Lead the Board of Directors in the development, maintenance and monitoring of progress of the Squash BC Strategic Plan.

- d) Be the official representative of Squash BC to Squash Canada, the Provincial Government and all organizations requesting the presence of a Squash BC representative.
- e) Responsible for coordinating the activities of the Board of Directors and Staff to ensure that they conduct their duties in accordance with Squash BC policy and procedures.
- f) Conduct necessary mail, electronic mail or telephone votes of the Board of Directors in urgent situations which may arise.
- g) Provide direct supervision of the Executive Director including the development, monitoring and evaluation of an annual performance plan for the Executive Director.
- h) Responsible for the development, implementation and monitoring of the Revenue Generation Plan working with the Executive Director, Board and others as required.
- i) At the first meeting of the Board following the AGM each year, the President will review the Portfolios of the Board and assign Portfolios to each Board member.
- j) Delegate special responsibilities to other members of the Association when desirable and in the best interests of Squash BC.
- k) Is a signing officer of Squash BC and will approve and sign cheques, official documentation and contracts on behalf of the Association.
- l) In the absence of the President, the Board will appoint an officer from the Board to perform the duties of the office of the President, until such time as the President resumes his/her duties. In case of resignation of the President, the Board will appoint an officer from the Board to perform the duties of the President until an election takes place at the next Board meeting.
- m) Perform other duties as directed by the Board of Directors.
- n) Perform other duties as defined in Board of Directors General and Specific Responsibilities.

4.2 VICE PRESIDENT, FINANCIAL

- a) Responsible for assistance, in conjunction with the Executive Director, in the preparation of an annual budget to be presented to the membership of the Association in January of each year.
- b) Assist the Executive Director in ensuring that the budget is implemented and guides all financial decisions.
- c) Ensure that quarterly reports are prepared for discussion, when necessary, by the Board of Directors.
- d) Assist the Executive Director in preparing, as required, necessary submissions to the British Columbia Government Funding Agencies for financial assistance and proper reporting is sent to the funding agencies.
- e) Ensure that an annual audit is conducted on the financial affairs of Squash BC
- f) Annually review the signing officers for the Association and make a recommendation for the upcoming year on signing officers for approval by the membership. At a minimum, the signing officers of Squash BC are the President, Vice President Finance and the Executive Director. This enables an additional Board member to sign especially if 1 or 2 of the signing officers are not located within a reasonable distance of the SQBC office.
- g) Approve and sign cheques, official documentation and contracts on behalf of the Association.
- h) Review Bank accounts and balance sheet monthly and review all backup to these accounts.
- i) Perform such other duties as assigned by the President or Board of Directors.
- j) Perform other duties as defined in Board of Directors General and Specific Responsibilities.

4.3 DIRECTOR, MEMBERSHIP

- a) Responsible for the promotion and fostering of membership growth and club development throughout the province.

- b) Working with the Executive Director, develop an annual membership plan to increase membership, engage with our members, facilitate club development, and work collaboratively with SQBC's Zone Representatives to implement the plan, while respecting regional diversity.
- c) Develop and collaborate with SQBC's Zone Representatives to increase membership and facilitate club development, while respecting regional diversity.
- d) Track the number of squash courts in the province and advocate for new court development and advocate against the closure of courts. Where possible and as appropriate, support the development of new courts.
- e) Provide advice and recommendations to the Board of Directors, the Executive Director (ED), and to other operational committees as required, in all matters relating to the interests of club/facilities and members.
- f) Develop recommendations on membership fees, for subsequent endorsement by the SQBC Board
- g) Perform such other duties as assigned by the President or Board of Directors.
- h) Perform other duties as defined in Board of Directors General and Specific Responsibilities.

4.4 DIRECTOR, PLAYER DEVELOPMENT

- a) Ensure that participation in squash continues to grow and strengthen for players of all levels and ages throughout the province and that players have opportunities to improve their performance levels from the beginner recreational level to high performance.
- b) Monitor information from Squash Canada and other provincial and international squash organizations including performance programs, direction and policies and ensure that information is shared appropriately to all relevant stakeholders.
- c) Make recommendations to the Board of Directors related to the awarding of Athlete Assistance Program funds and other discretionary travel funds available to Squash BC.
- d) Perform other duties as assigned by the President or Board of Directors.
- e) Perform other duties as defined in Board of Directors General and Specific Responsibilities.

4.5 DIRECTOR, TECHNICAL

- a) Responsible for the continued development, growth and strength of the Coaching and Officiating program with the intent of increasing participation with better regional representation and ongoing training to strengthen BC's coaches and officials leading to higher levels of qualification.
- b) Monitor any changes to Squash Canada's coaching or officiating policies, rule changes, etc. and ensure that information is shared appropriately to all relevant stakeholders.
- c) Working with the Executive Director, support the development of the annual tournament and events schedule for approval by the Board.
- d) Support the development and implementation of high level competitive events including PSA events.
- e) Perform other duties as defined in Board of Directors General and Specific Responsibilities.
- f) See Board of Directors General and Specific Responsibilities for additional responsibilities.

4.6 DIRECTOR, MARKETING AND COMMUNICATIONS

- a) Responsible for enhancing Squash BC's brand and awareness of the game of squash with the objectives of increased participation and engagement, support and understanding of our organization and the game of squash
- b) Responsible for communications, marketing, media relations, awards and events.
- c) Oversee the Squash BC brand
- d) Oversee Squash BC newsletter and other communications and messaging

- e) Oversee website design/upgrade/functionality
- f) Oversee current and future Squash BC Social Media sites and presence.
- g) Market Squash BC to current, past and future members to increase membership, participation in our sport and greater understanding of our organization and sport
- h) Provide leadership to Squash BC on the development and implementation of a comprehensive Multi-year Marketing and Communications (MarCom) plan grounded in the Squash BC Strategic Plan (5 Year Preferred Future) that enhances the Squash BC brand, increases the visibility of Squash BC and provides strategies to increase both revenue and revenue sources; membership; participation and greater understanding of our organization and our sport
- i) With the active participation and support of the Board of Directors and staff, develop an annual plan for MarCOM that identifies projects, deliverables and delivery dates that support the overall direction of the annual implementation plan and in alignment with Squash BC Strategic Plan.
- j) Perform other duties as defined in Board of Directors General and Specific Responsibilities.
- k) Perform such other duties as assigned by the President or Board of Directors.

4.7 PAST DIRECTOR

- a) Provide continuity, historical guidance and advice to the Board of Directors on all matters pertaining to squash activity, policy and procedure.
- b) Perform such other duties as assigned by the President or Board of Directors
- c) Perform other duties as defined in Board of Directors General and Specific Responsibilities.

4.8 ZONE REPRESENTATIVES

- a) General Responsibilities - Shall act as the liaison with clubs/facilities, leagues and associations and represent the interests of the individuals in the geographic zone throughout the season, keeping a broad view of the overall structure, operation and objectives of Squash BC and its membership.
- b) Specific Responsibilities:
- c) Work with the clubs/facilities, leagues and associations and others in that zone, Squash BC office and the committees of Squash BC to help organize events such as coaching/officiating courses, junior camps, Post-Secondary and other programs to help promote and grow squash within the zone.
- d) Provide two written reports on zone activities twice per year with one report presented to the AGM and the other determined by the Executive Director.
- e) Act as the representative of Squash BC in their zone.
- f) Attend each Annual and Extraordinary General Meetings of Squash BC.
- g) Have voting rights at Annual and Extraordinary General Meetings of Squash BC.

5 COMMITTEES

5.1 STRUCTURE

- a) A Standing Committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis.
- b) The Standing Committees of Squash BC shall be: Canada Winter Games, Coaching, Code of Conduct, Competitions, Doubles, Junior Development, Nominations, Officiating, Post- Secondary, Volunteer Management and Recognition and 2020 Fund
- c) Standing Committees are reviewed annually by the Board, prior to the AGM, and committees may be added or removed as deemed necessary. Any Standing Committees that are added or removed will be presented to the membership at the AGM.

- d) From time to time Ad Hoc Committees may be formed at the discretion of the Board of Directors.
- e) An Ad Hoc committee is formed to deal with a specific issue or subject with an identified start and end point. The Ad Hoc committee is disbanded after making its final report.

5.2 GENERAL RESPONSIBILITIES

- a) Provide recommendations to the Board of Squash BC
- b) Organize, plan, and implement programs, services, activities and/or events of Squash BC working toward the vision and objectives of Squash BC.
- c) Responsible/report to the Director for which the committee sits under
- d) Shall submit written updates, social media posts and articles on a regular basis for the Squash BC communications.
- e) Adhere to the responsibilities contained in the Squash BC Committee policy document

5.3 ORGANIZATION

Initially, upon setup for both Standing and Ad Hoc:

- a) The Director for whom the committee falls under will appoint a chair. The Chair can be the Director but preference is for the Chair to be another person.
- b) The chair's responsibility is to form a committee in numbers that the Chair feels is warranted or is already outlined in a Squash BC policy.
- c) The term of the Chair of a Standing Committee will be two years. The term of the chair of an Ad Hoc Committee will be determined by the Board based on the term of reference of the Ad Hoc Committee.

5.4 STANDING COMMITTEES

A Meetings

- i) Upon the first meeting, a plan for the year should be created.
- ii) The Committee must have at least two meetings a year
- iii) Notice, of at least 15 days, of a meeting where the Chairperson will be elected should be sent to each member of the committee, responsible Director and the Executive Director.
- iv) Meetings will be held at the discretion of the Chair or if requested by a majority of the members. All meetings will include a teleconference option (i.e. Skype). This will ensure all members have the opportunity to participate.
- v) The Chairperson or an appointed committee member shall attend any Squash BC AGM or EGM, or other General Meetings when invited, from time to time.

B Reporting

- i) A planning session must take place, at a minimum once a year. In addition, the Committee should review relevant sections of Squash BC's 5 Year Strategic Plan on a quarterly basis to monitor progress. It is recommended that a planning session take place in conjunction with the yearly committee meeting where the chairperson is elected.
- ii) A Standing Committee will provide two reports for the Board. The first is a mid term report for the January Board meeting and/or Planning Meeting of the membership. The second report is the final report of the Committee to be shared with the membership at the AGM. The report for the AGM needs to be received by the Executive Director at least 30 days prior to the AGM.

- iii) A proposed budget must be submitted 30 days prior to the Squash BC Planning meeting, for inclusion in the budget submitted by Squash BC to the membership. The Squash BC Planning meeting is generally held in January but the Board has the authority to change that date as deemed necessary.
- iv) The Board of Squash BC has the authority to approve and/or adjust the proposed committee budget.
- v) Minutes of each meeting will be kept and circulated to all committee members, the Squash BC Executive Director and to the responsible Vice President/Director in a timely manner.

C Election/Membership

- i) An election will be held every second year for the position of Chair. Only voting members of the committee present or by proxy can vote. If a Chair is not elected then the Vice President or Director responsible for the committee will appoint a Chairperson.
- ii) Every effort should be made to get geographic representation from BC on the committee.
- iii) The number of members on a committee will be decided by the positions that exist in the committee and future needs.
- iv) The Chairperson has the powers to appoint members as needed.
- v) A member of a committee can be removed. Squash BC policies for the removal of Squash BC Board of Directors will apply in such cases.
- vi) Minimum numbers of members: Chairperson and 2 committee members.
- vii) The responsible Vice President or Director may appoint a member to a committee.
- viii) Members of the committee do not have to be members of Squash BC. All non-Squash BC members will be non-voting.
- ix) If there is a Chair vacancy then the responsible Vice President/Director will appoint an interim Chair until such a time as the next election takes place.

D Decision Making

- i) The chair is a non-voting position except in the case of a tie. If there is a tie vote, the chair will cast the deciding vote.
- ii) As much as possible, decisions will be by consensus. Where consensus cannot be achieved, a majority vote of the quorum of the committee is required. Poll voting (via e-mail) is acceptable.

E Quorum

- i) A quorum at all meetings is 50% of the membership of the committee present or via proxies plus one.

5.5 TERM

- a) Ongoing.

5.6 BUDGET

- a) A budget will be provided to all Standing Committees for their review and comment which will be considered as part of the annual budget development process.

- b) All expenditures must be made under the authority of a budget approved by Squash BC. Expenditures which are expected to exceed the budget must be approved in advance by the responsible Vice President Director.

5.7 AD HOC COMMITTEES

A Terms of Reference

- i) All Ad Hoc Committees will be governed by Terms of Reference as developed and approved by the Board of Directors.

B Meetings

- i) Meetings will be held at the discretion of the Chair or if requested by a majority of the members. All meetings will include a teleconference option (i.e. Skype). This will ensure all members have the opportunity to participate.
- ii) Minutes of each meeting will be kept and circulated to all committee members, the Squash BC Executive Director and to the responsible Director in a timely manner.
- iii) The Chairperson or an appointed committee member shall attend any Squash BC AGM or EGM, when invited, from time to time.

C Reporting

- i) At the conclusion of committee's term, a report will be submitted to Board. If the Ad Hoc Committee is still functioning over two fiscal years, the Committee will submit a report at least 30 days prior to the Squash BC AGM. This report will outline activities during the past year, plans for the coming year and a financial report comparing allocated budget to actual income and expenditures

D Election/Membership

- i) The Chair will be appointed by the responsible Director. Every effort should be made to get geographic representation from BC on the committee however the priority is to acquire the expertise for the specific subject and purpose of the Ad Hoc Committee.
- ii) The number of members on a committee will be decided by Chairperson of the committee.
- iii) The Chairperson has the powers to appoint members as needed.
- iv) A member of a committee can be removed by the same policies as removal of Squash BC Board of Directors members.
- v) Minimum numbers of members: Chairperson and 2 committee members.
- vi) The Director for whom the committee sits under has the power to appoint a member to a committee.
- vii) Members of the committee do not have to be members of Squash BC. All non-Squash BC members will be non-voting.

E Decision Making

- i) The chair is a non-voting position except in the case of a tie. If there is a tie vote, the chair will cast the deciding vote.
- ii) As much as possible, decisions will be by consensus. Where consensus cannot be achieved, a majority vote of the quorum of the committee is required. Poll voting (via e-mail) is acceptable.

F Quorum

- i) A quorum at all meetings is 50% of the membership of the committee present or via proxies plus one.

G Term

- i) An Ad Hoc committee is disbanded after making its final report to the Board of Directors.

H Budget

- i) All expenditures must be made under the authority of a budget approved by Squash BC. Expenditures which are expected to exceed the budget must be approved in advance by the responsible Director.

6 FINANCIAL POLICIES

6.1 PROCEDURE

- a) All matters pertaining to the Finances of Squash BC come under the direct supervision of the Vice President, Finance, who is responsible to report regularly to the Board of Directors. The Vice President, Finance will report to the Membership at the semi-annual and annual general meetings.
- b) Day to day operation of the administration and financial recording duties will be the responsibility of the Executive Director and the bookkeeper under the supervision of the Vice President, Finance.
- c) The Squash BC fiscal year shall begin April 1 and end March 31 in the ensuing year.
- d) All funds and securities of Squash BC shall be deposited in such bank, or banks, or other institutions legally carrying on services similar to a bank, as the Board of Directors may, from time to time, direct.
- e) Signing authority for disbursement of funds required to carry on the business of Squash BC, shall reside with any two of Board of Directors members with signing authority and/or the Executive Director.
- f) All signing authorities are authorized to make deposits, to take receipt of bank statements and paid vouchers on behalf of, and in the name of, Squash BC

6.2 BUDGET PROCESS

- a) Squash BC operates on an annual budget approved by the Board of Directors. Since Squash BC is a non-profit corporation, it is not desirable to budget for a profit, however, neither is it acceptable to budget for a loss. The budget is, therefore, intended to adequately fund Squash BC and provincial programs so they can function on an ongoing basis, in both the short and long term, within the realities of projected revenues.
- b) The budget for the following fiscal year will be drafted for review and approval by the Board of Directors before December 31st and presented to the membership within the first two months of the next calendar year. The membership does not need to approve the budget.
- c) Standing Committees will be engaged in the budget process and the engagement process will be determined annually by the Vice President Finance.

6.3 CONTROLS

- a) At the Annual General Meeting, immediately following the election of officers each year, the signing authorities shall be determined for Squash BC for the following year.

- b) All current Board of Directors, committee chairs and/or Zone Representatives shall have their expenses covered, in accordance with Squash BC 's Financial Policy, to attend General and Extraordinary Meetings as defined in the Bylaws.
- c) The Executive Director shall have record of all budgets and expenditures. She/he shall not approve any expenditure in excess of budgeted amounts, or for unbudgeted items. Within a budget category, the Executive Director can re-allocate funds after approval from the Vice President, Finance and the Director responsible for the budget category.
- d) The Vice President, Finance, upon certification by the Executive Director, shall notify the individuals responsible for a budget area that the budget allocation is nearing depletion, and the person responsible should submit further financial needs and/or justification to the Board of Directors for consideration and approval.
- e) Authority to commit funds for expenditures not within final budget rests with the Squash BC Board of Directors who may commit funds for immediate or emergency needs only. Such expenditures shall be justified to the Membership at the next Members meeting.
- f) The Executive Director and/or Vice President, Finance may suspend any or all program activity pending a meeting of the Board of Directors if anticipated revenues are not forthcoming and cannot be guaranteed in advance of project implementation.
- g) The Executive Director and/or Vice President, Finance may suspend any or all program activity or reassignment of funds within the final budget for functions not included in budget considerations previously approved by the Board of Directors.
- h) No advance payment for budgeted items may be made without the approval of the Board of Directors. Any advances must be requested in writing.
- i) Cheques should be originated by the Executive Director or Vice President, Finance, who shall keep a record of all budgets and expenditures. No expenditure shall be made which has not been approved.
- j) The paper trail will be: invoices, expenses etc. will be initialed by the Executive Director who will also decide the budget item to code them to. The Bookkeeper will then enter the expense and make up a cheque and give it to Executive Director who will check it for errors and sign it before another signing authority checks it and signs the cheque. At the end of each budget month the Bookkeeper shall reconcile the bank statements and have a signing authority initial them.
- k) No signing officer will sign a blank cheque and all cheques require two authorized signatures.
- l) An audit or review engagement (if applicable) of the financial statements of the Association shall be carried out yearly and the resulting statement presented to funding agencies and the Squash BC Board of Directors.

6.4 REVENUES

- a) Squash BC's revenues come from a variety of sources. Individual and club/facility membership, sanctioning fees, sponsorship and advertising revenue, government sources which include a core grant, gaming revenue, Team BC and Athlete Assistance Program grants. Revenue is also derived from program income such as coaching, officiating, juniors, doubles, post-secondary, tournaments, ball agreement and other miscellaneous income.

6.5 EXPENSES AND EXPENSE REPORTING

- a) Under normal circumstances, no expenses shall be paid out by Squash BC without original receipts, except for per diem and mileage allowances. Under unusual and/or mitigating circumstances, the Executive Director and Vice President, Finance may waive this requirement.

- b) All expenses and receipts shall be submitted in writing, to the Executive Director within fifteen (15) days of the completion of the event/project/activity. Failure to abide by the timelines may jeopardize the financial process so that the individual's expenses may be withheld.
- c) The traveler must choose and book tickets in order to take advantage of group fares and discounts. The Executive Director may waive this requirement. The ticket (travelling portion) is to be returned to the Squash BC office with other expense items.
- d) Advances for expenses may be made, but only on approval of the Vice President, Finance. Requests for advances are to be submitted in writing to the Executive Director.
- e) Expense reimbursement will be limited by the rates allowed, unless approval for additional funds is given by the Board of Directors. Expense rates, may be adjusted, as deemed advisable by the Board of Directors. Expenses in excess of the maximums set will be paid for by the traveler.
- f) The Vice President, Finance and Executive Director shall reduce or delete amounts claimed if felt to be excessive or unwarranted.
- g) Allowable expenses should be reviewed by the Board at minimum every 3 years.
- h) Allowed expenses are limited to the following:
 - i) Where private automobiles are used an allowance will be paid. The Board will set the mileage rate annually based on Government of BC Private Vehicle Travel Allowance rate.
 - ii) Least expensive airfare (with receipt) or mileage or car rental.
 - iii) A daily maximum for meals and incidents will be set by the Board of Directors annually. The Board will use the Government of BC Travel Allowance rates as a guide for meals. Squash BC will not reimburse for alcoholic beverages.
 - iv) Least expensive form of ground transportation (with receipts) or pre-approval by the Executive Director for more expensive alternatives over \$45 each way.
 - v) Actual costs of accommodation. Delegates must share hotel accommodation where possible. When a delegate through personal preference, wishes to have a single room Squash BC, will reimburse 50% of the cost only

6.6 REFUND POLICY

Squash BC's refund policy shall be as follows:

- a) Membership refunds will be given within 60 days of purchase.
- b) Squash BC Tournaments and Course refunds will be given up to and including the entry deadline.
- c) A 10% surcharge will be applied to all refunds.
- d) To apply for a refund, please contact the Squash BC office.

7 SQUASH B.C. PERSONNEL

7.1 EXECUTIVE DIRECTOR

A Role:

The Executive Director is responsible for the overall management and administration of Squash BC and the implementation of all policies established by the Board of Directors and membership of Squash BC. Primary activities include:

- implementing the strategic and operating plans to guide the annual business activities,
- implementing the policies of the Squash BC,
- enhancing relationships with stakeholders,

- growing the sport of squash in BC,
- creating positive financial outcomes including revenue generation and sound financial management, and
- providing direction to the team (part time staff, consultants and volunteers) responsible for delivering programs.

The Executive Director is a hands-on leader and manager who maintains and develops processes and systems to ensure management and operations efficiencies. Creating an engaging, collaborative and transparent environment is critical to the success of the position and the organization, as is the ability to assess requirements and resources in a timely manner while anticipating issues and coordinating delivery of services. The Executive Director is an ambassador and spokesperson for the organization.

B Reporting

- i) The Executive Director reports directly to the President, Board of Directors and submits written monthly reports to the Board.
- ii) The Executive Director works in close collaboration with the part time staff and contractors to ensure programs, projects, operations and services are delivered to achieve desired results. Leadership and interaction with all team members (staff, consultants and volunteers) is required to engage, inspire and motivate the team for success.

C Power of Decision

- i) The Executive Director has the authority to make all necessary decisions to facilitate the day to day operations of the organization.

7.2 TECHNICAL COORDINATOR/DIRECTOR

If deemed appropriate by the Board, a Technical Director or Coordinator will be hired or contracted on a full or part time basis. It is a position that the Board reviews on an annual basis and is determined by need and by funding available.

A Role:

- i) Primary activities include: Coaching Program, Officiating Program, Sporty HQ – rankings and website and Junior Programs.
- ii) The Technical Director is responsible for communications and promotions, planning and organization, financial management and administration for the various programs he/she is responsible for.
- iii) The Executive Director may assign other programs and/or services to the Technical Director as deemed appropriate.

B Reporting:

- i) The Technical Director reports to the Executive Director.

7.3 PROGRAM COORDINATOR &/OR ADMINISTRATIVE ASSISTANT

Squash BC may or may not have a program coordinator and/or administrative assistant position. It is a position that the Board reviews on an annual basis determined by need and by funding available.

A Role

- i) The Program Coordinator/Administrative Assistant is responsible for programs and services of the organization as assigned by the Executive Director and for the day-to-day administration of Squash BC's office under the direction of the Executive Director
- ii) The Program Coordinator &/or Administration Assistant provides additional time for the Executive Director to concentrate on promoting ,fundraising, sponsorship and marketing and financial matters for Squash BC.

B Reporting

- i) The position reports to the Executive Director.

7.4 BOOKKEEPER**A Role**

- i) The Bookkeeper is responsible for the day-to-day administration for Squash BC's finances and accounts under the direction of the Executive Director. The Bookkeeper works closely with the Vice President Finance.
- ii) The Bookkeeper position provides additional time for Executive Director to concentrate on promoting, fundraising, sponsorship and marketing and financial matters for Squash BC.

B Reporting

- i) The position reports to the Executive Director.

7.5 PROVINCIAL COACHES - MEN'S, WOMEN'S & JUNIOR

Squash BC may or may not have Provincial Coaches. Provincial Coaches may be hired on a contract or ad-hoc basis. The Canada Winter Games coaches are within the CWG policies.

A Role

- i) Ad-hoc Provincial Coaches will be paid to their level of certification. See Section X.11.d
- ii) Provincial Coaches are responsible for providing input to the Association's Player Development Program and the planning, management and evaluation of programs designed to assist in the development of squash players up to and including potential national team calibre athletes.
- iii) Programs may include junior camps, Post-Secondary Program, BC Provincial Teams, travel to National tournaments.
- iv) Provincial Coaches report to various Player Development Committees, the Director, Player Development, and the Executive Director.

8 PLAYER DEVELOPMENT

PREAMBLE

Below are the policies and programs for the various areas of Player Development.

- A) Junior Development
- B) Post-Secondary
- C) High Performance/Provincial Teams (Canadian Mens and Womens Teams, Masters, University)
- D) Doubles
- E) BC Athlete Assistance

8.1 JUNIOR DEVELOPMENT

PREAMBLE

The Junior Development Committee shall be responsible for the continuance and increase in both the level of participation and performance of junior-aged (under 19) squash players in B.C.

A Junior Rankings:

- i) Fundamental events will not be used for ranking purposes.
- ii) Junior Tournaments, if not using Sporty HQ must input the results within one week.
- iii) Junior League matches will be used for Junior rankings.
- iv) For more information on the ranking system please go to the Ranking Policies.

B Awards presented at the BC Junior Closed

- i) The Massey Goolden Trophy is designated to honor junior players for achievement combined with sportsmanship.
- ii) The Kevin Kydd Junior Squash Service Award is presented to an individual or group who has unselfishly inspired, coached or mentored junior squash players.
- iii) Nomination forms are on the web site under About Us/Forms:

C Junior Pathways Development Program

PREAMBLE

The Squash BC Junior Pathways Development Program has been developed to follow the Long Term Player Development, (LTPD) of Squash Canada in Beyond the Nick. LTPD has been developed from the Long Term Athlete Development of Sport Canada. Levels of participants' readiness to move on or compete at the next level should be gauged not only by the youth's physical ability but also by their emotional maturity and capability to cope with increasing intensity of competition. Indicators could include their sportsman-like conduct and how they cope with bad calls, wins and losses. Do they come off the court, with tears or a smile?

Squash BC's Pathways starts with the beginning player and follows their development until they turn 19. There are four stages in the Pathways program. Fundamentals, Developing, Progressive and Competitive. Each of these levels are designed to fulfil the needs of the athletes at these stages of their development.

General time and accomplishment descriptions of the different levels of participants are as follows. These timelines are to be taken into consideration with the athlete's maturity levels. Some athletes may move to a certain level and then be happy to stay there. As well

some athletes may start to participate in squash at an older age and can still fit into the Pathway. Remember the LONG in LTPD e.g. lifelong sport.

Fundamental participants can be generally described as a player who has been participating in the sport of squash for less than a year and will not be on the Squash BC junior rankings list. They will have not gone to an event outside their home club. In LTPD, this level will be described as “Fundamentals.”

Developing participants can be described as a player who has attended a Fundamentals program for more than a year and has started to compete at lower competitive levels. i.e. Ladders/box leagues. Some developing players may be on the Squash BC junior ranking list. LTPD levels will be “Learning to Train.”

Progressive participants will be starting to go to their first full 1 or 2 day tournaments, playing in junior leagues and be in the “Training to Train” stage. Progressive participants will be on the Squash BC junior ranking list.

Competitive participants will be the athletes who are on the Squash BC Squads, competing in provincial national and international tournaments

General policies for each level and Squash BC’s funding for each level.

Fundamentals is the first level of this program and is mainly funded by the 2020 Fund and Gaming.

Programs that fall under this funding are expected to last a minimum of 6 weeks, 1 day per week with a minimum number of 8 participants.

These programs will be for the members of the club where the program is taking place.

Squash BC will subsidize these programs with a 50% subsidy of the total program budget or to a maximum of \$1000.00.

Snacks may be provided.

Application forms may be found on the Squash BC web site under About Us/Forms. When an application for this level has been approved, 75% of the total funds awarded to a program will be provided once the selection committee has approved the funding. The remaining 25% of the funding will be provided once the following has been accomplished:

A report of the program that can be published within Squash BC’s communications and can be provided to the 2020 Fund donors is sent to Squash BC along with various pictures of the participants.

A list of participants who partook in the program, form on the Squash BC web site under About Us/Forms.

The 2020 Fund through Squash BC subsidizes a significant portion of the costs associated to each program, participating athletes and or other organizations are required to fund a minimum cost associated to the program.

Developing is the second level of programing and is mainly funded by the 2020 Fund and Gaming:

- i. Events/Activities that fall under this funding are expected to last a minimum of 3 hours for 1 day with a minimum number of 8 participants.
- ii. The first part of the event should be short games to gauge the athlete’s abilities,

then sort them into more competitive groups.

- iii. Matches may be the best of 3 and may be entered into the Squash BC rankings.
- iv. Snacks are required.
- v. Souvenirs will be provided by Squash BC
- vi. Application and end of event forms may be found on the Squash BC web site under About Us/Forms. For a full explanation of the level contact the Squash BC office.
- vii. Squash BC will pay the club \$500.00 once the final paperwork is completed.
- viii. Entries will be collected by Squash BC.
- ix. Entry fees will be set by Squash BC.

Progressive is the third level of programming for the Pathways Program and is funded by Gaming:

- i. This program may be the first day long tournament play for this level of athlete.
- ii. These events should provide as many matches as possible, first rounds can be best 2 out of 3 and may take place over one or two days.
- iii. Draws will be set up using Squash BC rankings.
- iv. Entries will be collected by Squash BC.
- v. Entry fees will be set by Squash BC in consultation with clubs who are hosting these events based on what is being offered.
- vi. A budget must be submitted to Squash BC for the event before final determination of the entry fees.
- vii. Squash BC will subsidize the club \$200.00 per day.
- viii. Snacks are required.
- ix. Prizes and souvenirs may be offered depending of the budget.
- x. For a full explanation of this level contact the Squash BC office.

Competitive is the fourth level of the Pathways Program. The following programs are for this level of athlete: Provincial/National/International tournaments, Provincial/Regional Training Squads, BC/CW Games squads/teams, External Credits. Funding programs are National Event Funding, (Gudewill Funding,) Jesters Funding and In Province Youth Travel

D Provincial & Regional Training Squads

PREAMBLE

Each season there will be a single Provincial Training Squad and one or more Regional Training Squads. The squads/camps are of a regional and provincial level standard and the kids are all on the same team - Team BC. While there should be healthy rivalries between clubs, these should be healthy rivalries and not affect the goal of the Junior Development Program which is

- i. To make BC squash players the strongest in the country
- ii. To move these athletes on to the next level
- iii. To provide these athletes with a sport for life
- iv. These squads/camps give the junior athletes:
- v. The opportunity to train with other athletes they don't normally have the

- opportunity to train with.
- vi. A measuring stick to see the extra work that is needed to get to the next level
- vii. The confidence and motivation to work as hard as "him or her" to reach the next level
- viii. The opportunity to get to know their peers better and build lifelong relationships
- ix. A chance to train with different coaches, several of whom coach or have coached our national teams
- x. Younger players are given a small taste of travel and billeting

Behind the scenes in building these squads/camps, we receive direction from coaches on how to get our young athletes to the next level. "The next level" may be a top provincial player, top national player, or top international player. We are blessed with some of the best coaching in Canada. Our coaches help with squads/camps breakdown, programs and drills, and patiently answer many questions that arise from non-coaching volunteers who oversee the organization of the camps and the implementation of Squash BC policies.

- i. Provincial Training Squad athletes will be invited to one training camp in the fall of the year and one in the winter/spring. Regional Training Squad athletes will be invited to one or two camps per season. Each camp will have certified squash coaches and committees of volunteers coordinating the camps, with some camps providing guest speakers to provide specialized information to the athletes.
- ii. All aspects of the Program will be conducted in a manner designed to create enjoyment for squash through skill development, camaraderie, improved fitness and fun. Through the Camp assessment process, the athletes will have technical, strategic and fitness improvements identified in their game. Upon completion of the Camps, athletes will receive a 'Player Assessment Report' from which they can return to their training clubs to focus on the areas of improvement.
- iii. Squash BC subsidizes a significant portion of the costs associated to each Camp. Consequently, participating athletes are required to fund a minimum cost associated to the camps as well as any travel and accommodation costs incurred. There may be travel funding for athletes as per Section 13.4 .
- iv. Athletes will be primarily chosen for the Junior Squads/Teams by the BC Junior ranking list, then match history and then input from squash professionals and local club/facility coordinators
- v. All athletes on a squad must play only Main draws.
- vi. Athletes must sign an Athlete Agreement by due date
- vii. Provincial and Regional Training Squad Athletes must participate in all camps and required tournaments or have a valid reason for not participating. Some examples of valid reasons include; SAT test, sickness/injury, family functions for close family members such as weddings, funerals. Unless it is during school holidays, a family vacation arranged after the relevant camp or tournament date was posted on-line in the Squash BC Calendar of Events will not constitute a valid exemption. Athlete Exemption forms must be sent to Squash BC along with accompanying documentation/evidence before the camp registration deadline or, in the case of last minute sickness/injury, within 5 days of the end of the

camp. Athletes who are in their Grade 12 year will not generally be granted special exemptions, except for exams, interviews at post-secondary institutions etc. Grade 12 athletes should consider the time commitment involved in meeting the requirements before accepting an invitation to participate on a Squad.

- viii. Pay online for camps by due date.
- ix. Athletes MUST do the technical testing before the camps when required to do so
- x. Provincial and Regional Squads must play in the tournaments set out each spring by the Junior Committee. These tournaments will be sent to the athletes when they are invited to be on the Squad. Athletes must make sure they can attend these events before they agree to be on the squad.

E BC Winter Games

As of 2008 Squash BC has not participated in the games due to lack of athletes from 6 of 8 zones and lack of certified coaches in 6 of 8 zones. Squash BC will from time to time, review the opportunity to reinstate squash in the BC Winter Games.

F Canada Winter Games

Preamble

Every four years, the Canada Winter Games (CWG) is hosted by a different city within Canada usually in February. The CWG represents the pinnacle of sporting competition for many athletes in Canada and has been used numerous times as a springboard to International and Olympic level competition. For more information on the Canada Games, please visit their website at www.canadagames.ca. Squash has been involved in the CWG since 1991 and BC has a history of producing successful teams.

Team BC is the Provincial Governments sporting body responsible for all sports from BC participating in the Canada Games, (both Winter and Summer Games.) Team BC has in the past funded the last two years of training for Squash BC athletes. As funding levels change annually we will not know the exact amount until we get closer to the funding time frame. For more information on Team BC, please visit their website at www.teambc.org.

The Canada Winter Games and Team BC place certain stipulations and requirements for inclusion and playing in the games. Squash BC will adhere to those stipulations and requirements. The following are some examples of areas that Squash BC does not have a policy on as a result: team uniforms, travel arrangements to the games, coaches level of certification, etc.

Definitions:

“CWG Training Squad”: CWG Squad may consist of up to 20 athletes, boys and girls of varying ages. This is what the athletes will be on before the CWG Teams have been announced.

“CWG Team”: CWG Teams will consist of 4 boys or 4 girls. These will be the athletes competing at the CWG.

Canada Winter Games Event

Squash in the CWG has two components: a team event and an individual event with each Province/Territory, (P/T) sending one girls’ team and one boys’ team. Each team is made up

of two U19 and two U17 athletes. The two teams compete as part of Team BC and the points obtained by squash will go towards the overall Team BC total. Boys and Girls teams and individuals are awarded separate medals for Gold, Silver or Bronze.

Each athlete must qualify for their respective age category based on their birthdates by the end of the CWG competition in February. For example, if an athlete turns 17 during the CWG competition, they will have to qualify for the Games as a U19 player. If athletes turn 19 during the competition, they will not be eligible to compete in the Games.

Squash in the CWG has a team event against each Province/Territory (P/T). Once the two athletes from each age category have been selected to the team, those four players are ranked in position one through four within the team. This positioning is done irrespective of age categories. The goal is to field the strongest team possible in positions one through four. Each P/T is seeded by Squash Canada for the Games based on their respective teams and teams play each other during the Games for the right to proceed in the tournament draw. During a team match encounter, the number one player from Team BC plays a best of five games match against the other P/T number one player and so on down through each team's line up. (Two plays two, three plays three, etc.) The team with the most matches won, wins the team encounter. In the event of a tie, Squash Canada's tie break system is used.

Squash in the CWG has an individual event with each Province/Territory (P/T). Each P/T may nominate their top player based on the Squash Canada Rankings to compete in the individual competition. The individual draw will consist of 16 players. Further players may be added to the event, after all P/T positions have been filled. Additions to the individual competition will be based on descending order of eligible players by the Squash Canada rankings. Players competing in the individual competition must be a member of a P/T team in the CWG. Boys and Girls individual results go towards the overall Team BC points total. Individual competition Boys and Girls are awarded separate medals for Gold, Silver or Bronze

Squash BC Canada Winter Games Program

The Canada Winter Games is a standing committee that falls under the umbrella of Player Development. The CWG Program runs on a three-year cycle, (with year 1 being 3 years before the competition etc.) and is designed to identify, select, train and develop the best teams possible with the goal of bringing home a podium result in both the boy's and girl's events.

Squash BC will announce the appointment of a CWG Committee at the start of year one which will be comprised of a minimum of three selected individuals and the Executive Director of Squash BC. The Executive Director of Squash BC and persons with a conflict of interest (appearance or otherwise) will have a non-voting status on the committee. The Committee will advertise for and select a CWG Coach and CWG Manager, in the spring of year one. This group will work to create and implement a three-year CWG Program

CWG Training Squad

The Committee will select the CWG's Training Squad in the early Fall of year one. These athletes will be selected based on a combination of provincial rankings, head to head match results, age category qualification as of the CWG date, and other criteria may be used

depending on circumstances. Our goal is to select the top 5 athletes in each of the four categories. (GU19, GU17, BU19, and BU17). In a limited number of circumstances, the Committee may choose one less or one more athlete based on what the Committee felt was in the best interests of the athletes and the overall program.

Selection to and participation in the CWG Training Squad for the First Year in no way guarantees athletes will be selected to the Training Squad in Years Two and Three of the Program or to the final CWG Team. The target number of athletes in each age category will reduce from 5 to 4 in Year Two and from 4 to 3 in Year Three. The final CWG Team of two athletes in each age category (for a total of eight boys and girls) along with one non-traveling alternate for each category will be selected after BC Junior Open (Fall).

Athletes must play in the tournaments identified by the Junior Development Committee for the Provincial Training Squad, Regional Training Squad or Interior Training Squad. The tournaments may vary for each squad member based PTS/RTS requirements. The CWG Committee may identify, at the start of each year, specific tournaments athletes must play in as additional requirements

Training Squad/Team Selection for the Canada Winter Games

Year One (Fall):	Top 5 athletes in each of the four age categories
Year Two (Spring):	Top 4 athletes in each of the four age categories
Year Three (Spring):	Top 3-4 athletes to fill out each of the four age categories
Final team and alternates will be selected after the BC Junior Open (Fall)	

Note:

Just because athletes do not qualify for selection in Year One of the Program does not mean they cannot be selected to the Squad in Year Two or Year Three.

If an athlete decides not to participate in any year, he/she was invited to the squad that decision will be binding for the entire duration of the CWG's program. That athlete will not be eligible for Squash BC funding or other programs funded by Squash BC unless that athlete will be eligible for the next CWG cycle

Selection to the Training Squad will be by committee based on a combination of provincial rankings, head to head match results, age category qualification as of the CWG date and other criteria may be used depending on circumstances.

Selection Committee of Final Team and Alternates

The CWG Committee voting members will be responsible for making the selection decisions. They will take input from the non-voting members of the committee.

Team Selection

Two (2) months prior to the start of the Canada Winter Games, the final team and alternate selections will be made. Teams must have no more than 2 U19 girls and boys. The committee may select 4 U17 players if they are all ranked above the U19 players. The following will make up the teams:

- 2 girls and 2 boys U19 or U17
- 2 girls and 2 boys U17

As well there will be:

- 1 girl and 1 boy u19 or U17 chosen as an alternate
- 1 girl and 1 boy u17 chosen as an alternate

The teams and alternates will be chosen primarily by Squash BC rankings.

If players are within 40 points, head to head results over the past 12 months will be taken into account. A playoff may be required.

Players who withdraw from 2 or more events/matches in the last six playing months before Team selection, (May through August excluded,) due to injury and/or health issues may be deemed to be unfit and not match ready.

All “challenge” matches of Year 3 squad members during year 3 will not count for ranking points and will be removed from Squash BC official rankings.

Team Order for the CWG

Since this is a national event and appeals from other P/T's may be made, we will use Squash Canada rankings to set team order. We will use the Squash Canada rankings as of December 15.

If players are within 40 points, head to head results over the past 12 months will be taken into account. A playoff may be required.

Appeals and Timelines

Appeals of the selection to the squad, team or alternate positions can be made to the Executive

Director of Squash BC. Timelines and process will be communicated within the correspondence

to the athletes. If an athlete has not been chosen to the squad in any of the years, it may be because that athlete has not been brought to the attention of the CWG Committee. It is the responsibility of the athlete/coach/parent to make sure he or she is considered for the squad.

All appellants will require to provide a deposit or bond of \$250 for their appeal to be heard. If they are successful, the deposit or bond will be returned.

All appeals will be pre-screened to make sure the appeals are based on at least one of the four areas of appeal:

The decision-maker did not have the authority or jurisdiction to make the decision.

The decision-maker failed to follow the procedures set out in the relevant bylaws or policies of Squash BC

There is a reasonable apprehension that a decision-maker is biased.

The decision-maker made a decision for which there is little or no supporting evidence.

G Junior Funding

i) General Funding Policies

- a) In order to be eligible for funding, athletes must be a member in good standing, signed an athlete agreement and followed the policies of the Regional and Provincial Squads as laid out by the Junior Development Committee each year.
- b) Juniors must have passed Squash Canada's On-line Certification Course at the Club Referee level by the end of the calendar year in which they turn 17 years of age, in order to be eligible to receive funding in the subsequent calendar year.
- c) Juniors must be trained (not necessarily certified), having completed the Foundations Coaching Course, by the end of February of the calendar year in which they graduate high school, in order to be eligible to receive funding that year.
- d) If a junior receives a conduct match they will lose all their funding for the year.
- e) If they receive a conduct game they will lose half their funding.

ii) National Junior Event Funding, (Gudewill Funding)

All funding from Squash BC for National events, Alberta Jesters, Canadian Junior Open and Canadian Junior Closed will be decided on the following formula.

- a) A win in the Gold or Main event will be worth 1 point (a bye or $\frac{3}{4}$ playoff win in this draw will also be worth 1 point)
- b) A win in the Silver or Consolation event will be worth 0.5 point
- c) A win in the Bronze or Plate event will be worth 0.25 points.
- d) In order to accumulate points and be eligible to receive Gudewill Funding for a particular tournament, the junior athlete must have been a "targeted athlete" (i.e. on one of Squash BC's Training Squads) at the time of the tournament.
- e) The money will be distributed on a percentage basis based on a comparison of how other BC Athletes did in the tournament.
- f) Results will be tabulated by a member of the Junior Development Committee at the end of calendar year for the 3 tournaments in that calendar year.

iii) Jesters Funding

- i) Jesters funding is for those athletes who would not be able to attend provincial or national events due to personal financial reasons. Contact your coach or Squash BC in order to apply for this funding. Form can be found under About Us/Forms on the Squash BC website.

ii) In Province Youth Travel Funding Program

PREAMBLE

In the years where Squash BC receives funding from the BC Government for youth travel, this program will come into effect. Athletes who are participating in Squash BC Junior Squads will automatically receive this funding to reimburse them for their travel expenses during the year.

- a) Eligibility
 - must be Regional or Provincial Training Squad athletes who have satisfied all of the mandatory Camp and tournament participation requirements for the

prior season up until the application deadline (with the exception of approved exemptions).

b) Funding Criteria

- Funding is paid on a reimbursement basis to a maximum as stated below once appropriate original receipts are received by the Squash BC office.
- Approved travel costs to and from the event include: gas, airfare, ferry fees, and hotel costs during the event.
- Funding is based on the Zone where the athlete resides for the majority of the calendar year. Zones are as laid out by the BC Games.
- In the event Squash BC receives applications totaling more than the funding provided, Squash BC reserves the right to reduce the amounts reimbursed on a pro rata basis.
- Maximum travel reimbursement will depend on where the event is being held and the Zone where the attending athlete resides.

c) Funding for Different Zones

For Events held in Zones 3, 4 or 5 the maximum reimbursement will be as follows:

Zones 3-Fraser Valley, 4-Fraser River-Delta, and 5-Vancouver	\$ 0.00
Zone 6-Vancouver Island-Central Coast	\$ 75.00
Zone 2 (Thompson-Okanagan)	\$100.00
Zones 1-Kootenays, 7-North West, 8-Cariboo-North East	\$150.00

For Events held in Zone 6 the maximum reimbursement will be as follows:

Zones 3, 4 & 5	\$ 75.00
Zone 6	\$ 0.00
Zones 1, 2, 7 and 8	\$150.00

For Events held in Zone 2 the maximum reimbursement will be as follows:

Zones 3, 4 & 5	\$100.00
Zone 6 & 7	\$150.00
Zone 2	\$ 0.00
Zones 1, & 8	\$ 75.00

For Events held in Zones 1, 7 or 8 the maximum reimbursement will be as above only in reverse.

iii) Award Process

Funding will be paid to each eligible applicant as a travel expense, wherein the available funding is divided equally among eligible applicants.

H External Credits Program

PREAMBLE

The Ministry of Education is responsible for the External Credentials program and the Sport Credits Portion of this program is administered and monitored by the Sport and Recreation Branch of the Ministry of Healthy Living and Sport.

To see which sports are involved in the program, eligibility standards and for more information see the *Getting Credit to Graduate* link at the Ministry of Education's website.

The External Sport Credentials Program (ESCP) gives students the opportunity to earn graduation credits for approved levels of competition as an athlete, coach and/or official.

Students can obtain External Sport Credits in categories for Athlete (10, 11, 12)

i. DETAILS

Students do not have to be in a specific grade to receive that grade's credit. For example, a grade 10 student who is competing on a provincial team going to a national championship will receive credit for Athlete 12. Likewise, a grade 12 student who is on a Regional Squad will receive credit for Athlete 11.

Students who have participated in approved programs before they reach grade 10 can receive credit for their past participation by obtaining written documentation to verify their participation.

Once a student has received credit for a particular level within the athlete, official or coach categories, he or she cannot receive additional credits for duplicate participation.

ii. HOW TO EARN CREDITS

Check to see if your course/program is approved to receive credit in the External Sport Credentials Program.

Obtain written documentation from your provincial or national sport organization of your participation in the eligible sport program.

Provide the documentation to your school counselor.

8.2 HIGH PERFORMANCE

A Canadian Masters Team Championships

The Canadian Masters Team Championships are scheduled annually by Squash Canada and usually held in January or February.

Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member plus the entry fee. Each team will consist of 4 men and 3 women. The men will have a 40+, 45+, 50+ & 55+ and the Women have a 40+, 45+ & 50+.

Selection will be based on the following:

- i. The teams will be chosen primarily by Squash BC rankings
- ii. However if players are within 25 points, head to head results over the past 12 months may be taken into account.

- iii. More recent results are more important than earlier results so results from this season are more important.
- iv. If it's still close then a playoff will be scheduled.
- v. Team order will use the same criteria as D.1
- vi. The team will be selected on or near Dec. 1st.
- vii. Selected team members will be expected to purchase their tickets to the event within two weeks of being notified they are on the team.
- viii. The selection committee will consist of the Squash BC Executive Director, Director of Player Development and two Squash BC Player Representatives.
- ix. Unless a sponsor or funding agency is acquired, all other costs must be the responsibility of the players who wish to go. If a sponsor or funding agency is acquired, all players will be subsidized equally.
- x. Players must register by Nov. 15 by notifying the Executive Director of Squash BC

B Canadian Men's and Women's Team Championships

The Canadian Men's and Women's Teams take place annually and are scheduled by Squash Canada and usually held in January or February.

Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member and the entry fee.

The BC Men's and Women's teams will consist of the best 3 players of each gender we can field. An alternate will also be chosen for the teams should any player become injured or unable to play before the events.

Selection will be based on the following:

- i. The teams will be chosen primarily by Squash BC rankings
- ii. However if players are within 25 points, head to head results over the past 12 months may be taken into account.
- iii. More recent results are more important than earlier results so results from this season are more important.
- iv. If it's still close then a playoff will be scheduled.
- v. All players expected to be considered for either team should plan on participating in at least one AAA tournament between Sept. and Dec. and have competed against players of their own caliber. League play may also be used. The main consideration is that you are shown to be healthy and active against your own level.
- vi. Team order will use the same criteria as 8.2 A
- vii. The team will be selected on or near Dec. 1st.
- viii. The selection committee will consist of the Squash BC Executive Director, Director, Player Development and two Squash BC Player Representatives.
- ix. Selected team members will be expected to purchase their tickets to the event within two weeks of being notified they are on the team.

Unless a sponsor or funding agency is acquired, all other costs must be the responsibility of the players who wish to go. If a sponsor or funding agency is acquired, all players will be subsidized equally.

Players must register by Nov. 15 by notifying the Executive Director of Squash BC

C Canadian University and College Championships

The Canadian University and College Championship is scheduled annually by Squash Canada and usually held in late February or March. Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member plus the entry fee.

Selection Criteria

- i. The BC Men's and Women's University and College teams will consist of up to four players, preferably 2 players of each gender. One alternate may be chosen should any player become injured or unable to play before the National event.
- ii. Selection will be based on the following criteria:
 - a) Candidates must meet all eligibility criteria as set out in Squash Canada's University and College Championships Policies and Regulations. See <http://www.squash.ca/en/events> for latest information on Canadian University and College Championships.
 - b) Candidates must be members of Squash BC and attending an accredited BC University or College.
 - c) Candidates will be selected primarily by Squash BC rankings:
 - Minimum Men's ranking points – 1300
 - Minimum Women's ranking points - 1150
 - d) If there are less than two players in a gender that do not qualify as per 8.2.C ii, the funding may optionally be transferred to a qualifying player of the opposite gender.
 - e) All candidates must have participated in at least one AAA tournament between Sept. and Dec. and have competed against players of their own caliber. Consistent league play may also be used as an alternate criterion. The main consideration is that candidates are shown to be healthy and active within their level of play.
 - f) If players are within 40 points, head to head results from Squash BC sanctioned events over the past 12 months may be taken into account. Results from the current season's competition are given more weight.
 - g) In the event that the margin or record between two players does not provide the selection committee with enough information to make a reasonable selection decision, then a playoff match will be scheduled.
 - h) Players must register by Dec 15 by notifying (in writing) the Executive Director of Squash BC and submitting a completed and signed Squash BC Athlete Agreement.
 - i) The team will be chosen by the Selection Committee by Jan 15.
 - j) The Selection Committee will consist of the Squash BC Executive Director, Director, Player Development and the Squash BC Technical Director (or alternate from the general membership as appointed by the Executive Director).

Funding rules:

- i. Extraordinary expenses (or portions of) may be considered in addition to the subsidy if the need is clearly demonstrated in writing by the selected player, as determined on a case by case basis by the Selection Committee.

- ii. Subsidies may not be moved to other individuals or events.
- iii. Upon receiving proof of entry to the national championship, travel ticket preferred, selected players may apply for expense subsidies to the event.
- iv. If an athlete has won the Canadian title the previous year and is returning to the same Canadian Championship to defend the title, a travel subsidy in the amount set out in the current year budget for Post-Secondary Travel - National Event (not exceeding the total budgeted expense) will be allocated to the player.
- v. Selected team members will be expected to purchase their tickets to the event within two weeks of being notified they are on the team.
- vi. Selected team players must comply with the Squash BC *General Athlete Funding Policies*.
- vii. Unless a sponsor or funding agency is acquired, all other costs must be the responsibility of the selected players. If a sponsor or funding agency is acquired, all players will be subsidized equally.

D Athlete Assistance Program for Adults and Juniors

- i. Minimum Requirements before you apply:
 - a) Must be 14 years of age as of October 31st in the year of funding.
 - b) Must be familiar with Beyond the Nick Development plan and presently in the “Learning & Training to Win” phase. <http://www.squash.ca/en/long-term-player-development>
 - c) Must be a Canadian citizen or permanent resident and be a resident of BC for one year of the date of applying for BC AAP funding.
 - d) The use of banned substances is strictly prohibited.
 - e) Athletes who are suspended by Canadian Centre for Ethics in Sport and/or their International Sport Federation will be declared permanently ineligible for BC AAP.
 - f) Must be available for BC Provincial Teams unless competing for the National Team.
 - g) Must be on a yearly training plan and attend a minimum 1 out of province event and all the provincial championships for their category in each calendar year.
 - h) See **Junior Development** for additional requirements for junior athletes applying for funding.
 - i) Must be a member in good standing of Squash BC in the year of the funding application.
 - j) The selection committee will comprise of a board volunteer, Competition Development Coach or higher coach, Junior Development committee chair and a Squash BC staff member.
 - k) Athletes may appeal the decisions of the selection criteria under the Squash BC Appeals policy, Section 16 in this document.
 - l) It is a NCAA athlete’s responsibility to check with NCAA guidelines before applying for and accepting funding.
 - m) Accepting funding may also have implication with your tax return
- ii. Funding amounts

Funding amounts will depend on how many athletes apply for AAP funding. The selection criterion to determine the amount an athlete will be awarded follows these steps.

- a) The committee will place you in the appropriate level based on your application.
- b) Once the athletes are placed at their level the maximum amount they could receive will be placed beside their name. Depending on the funding amount and the number of athletes who have applied will depend on the percentage of the maximum amount you may receive. (See example table.) The following table is an EXAMPLE only. If \$6405.50 is the total amount Squash BC would award each athlete 56% of the top award. (The total amount may change depending on funding available.)

Name	Level	Top Award	% of Award	% of Top Award
Athlete 1	4	\$ 2,500.00	\$ 1,392.50	56%
Athlete 2	3	\$ 2,000.00	\$ 1,114.00	56%
Athlete 3	2	\$ 1,500.00	\$ 835.50	56%
Athlete 4	2	\$ 1,500.00	\$ 835.50	56%
Athlete 5	2	\$ 1,000.00	\$ 557.00	56%
Athlete 6	2	\$ 1,000.00	\$ 557.00	56%
Athlete 7	2	\$ 1,000.00	\$ 557.00	56%
Athlete 8	2	\$ 1,000.00	\$ 557.00	56%
Total AAP Funding			\$6,405.50	

ATHLETE ELIGIBILITY AND LEVEL OF PERFORMANCE

Level 4	National Senior Team Member	Competing toward recognized Multi-Sport Games No nationally carded athletes
Level 3	National Transition Squad World Junior Athlete Squash Canada's Athlete Development Program Canada Games Athlete(s) *	No nationally carded athletes *In the two years prior to and year of Canada Winter Games
Level 2	Provincial Senior Team Athlete	
Level 1	Squash BC Squads	Age-Group athletes must be ranked within the top 5 if their age group provincially.

	University/College athlete in identified sports competing in inter-university athletics	University/College athletes must have played in the previous year's national University Championships and won two matches in the main draw.
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Where all other criteria is equal and we need to take an athlete out of the formula, we will take out the lowest ranked player until the minimum amounts can be awarded each player. Squash BC rankings will be used first, then head to head matches.

MINIMUM STANDARDS FOR ATHLETE TRAINING AND COMPETITION

Level 4	<ul style="list-style-type: none"> Minimum Provincial Coach (Old Level 3) NCCP Coach Follow "Beyond the Nick" Development guidelines with coach for Training to Win. (year-round program) Appropriate number of national and international competitions each year as deemed in the LTAD.
Level 3	<ul style="list-style-type: none"> Minimum Provincial Coach, (Old Level 3) NCCP Coach Follow "Beyond the Nick" Development guidelines with coach for Training to Compete moving to Training to Win. (year-round program) Appropriate number of national and international competitions each year as deemed in the LTAD.
Level 2	<ul style="list-style-type: none"> Minimum Provincial Coach (Old Level 3) NCCP Coach Follow "Beyond the Nick" Development guidelines with coach for Training to Compete. (year-round program) Appropriate number of national competitions each year as deemed in the LTAD.
Level 1	<ul style="list-style-type: none"> Minimum Club Coach (Old Level 2) NCCP Coach Follow "Beyond the Nick" Development guidelines with coach for Training to Compete. (year-round program) Appropriate number of regional and national competitions each year as deemed in the LTAD.

Beyond the Nick Development web site.

<http://www.squash.ca/en/long-term-player-development>

MAXIMUM ATHLETE AWARD AMOUNTS

Level	Award Amounts Working Full time	Award Amounts Enrolled in Post-Secondary	Award Amounts Enrolled in Secondary School
Level 4	up to \$3000	up to \$3500	up to \$2500
Level 3	up to \$2500	up to \$3000	up to \$2000
Level 2	up to \$2000	up to \$2500	up to \$1500
Level 1	Up to \$1500	Up to \$1500	Up to \$1000

Minimum amount awarded \$500 at any level

9 TOURNAMENTS/EVENTS

A full roster of tournaments throughout the Province is prepared each year, taking into consideration other Provincial and "protected" tournaments in the country.

Squash B.C. sanctions and coordinates these events, in all playing categories, in conjunction with the host venue and provides insurance for on court squash related injuries and volunteer liability, current rankings, score sheets, balls and a draw program. A Sanctioned Tournament Agreement must be signed by a representative of any club/facility requesting to host a Squash B.C. sanctioned tournament.

A Calendar of Events is mailed at the start of each season to all member clubs for posting.

The Calendar of Events is posted on the Squash BC web site and is updated regularly.

Within the online Calendar of Events are links to an online sign up system maintained by Squash BC and links to the events web pages.

9.1 PROVINCIAL TOURNAMENTS:

- Each season Squash BC puts together a comprehensive list of Provincial Tournaments both junior and adult. Member clubs apply to have their tournaments sanctioned by Squash BC and through the Squash BC sanctioning policies a ranking rating will be applied to each tournament.
- All these tournaments are used for ranking purposes.
- These club tournaments are not eligible for Squash BC funding.
- There may be some athlete assistance to attend these tournaments if the athletes are on any Squash BC squads/teams and it's a mandatory tournament for that squad/team.
- These tournaments usually start on Friday night and continue Saturday and Sunday during the day.

9.2 NATIONAL/INTERNATIONAL TOURNAMENTS:

- Squash BC athletes attend National and International tournaments to gain more exposure to higher levels of competition.
- These tournaments will be used for BC ranking purposes only if 2 BC players meet in head to head matches.
- There may be some athlete assistance to attend these tournaments if the athletes are on any

- iv. Squash BC squads/teams and it's a mandatory tournament for that squad/team. Some of these tournaments are mandatory if athletes are vying to be on National Squads/Teams.

9.3 TO PARTICIPATE IN SQUASH BC CLOSED CHAMPIONSHIPS

A Athletes must be members of Squash BC, **AND**

- i. must have physically resided in BC and maintained their primary address in BC for the 12 months preceding a Closed Championship, OR
- ii. must be Canadian Citizens or have Permanent Resident status and must have a permanent address in BC.

B If requested by Squash BC, proof of residency must be provided to Squash BC in the form of:

- i. A household utility bill with a BC address and the family name or guardian's name; or
- ii. A mortgage, lease or rental agreement for habitable dwelling listing a BC address and the family name or guardian's name.

9.4 EYE GUARDS

- i. See Section 25 for the Eye Guards Policy
- ii. All junior players (under 19) and doubles players are required to wear appropriate eye guards as per Squash Canada's eye guard policy when playing in any sanctioned Squash B.C. event.
- iii. Although not mandatory in adult singles, it is Squash B.C.'s policy to encourage players of all ages and calibers to wear eye protection.

9.5 TOURNAMENT ORGANIZATION

Squash BC recommends tournament organizers use the following criteria to organize and run tournaments in BC.

Tournament organizers should publicize their draw methods through the Squash BC newsletter, web site, posters and on entry forms. (I.e. minimum 3 matches, participants placed in draws according to rankings, etc.)

A minimum 3 matches should be offered if court times and numbers allow.

Squash BC recommends that the loser referees the following match.

1. Adult Age Categories
 - i. For BC Singles Championships there shall be the following categories offered. Categories may be combined to make a meaningful competition.
 - ii. Men's and Women's draws split into flights based on Squash BC ranking points.
 - iii. Men's Masters categories with 5 year age categories starting with Men's 40+.
 - iv. Women's Masters 40+.
 - v. All other tournament draws may use the same format as 2.10 or be combined and or limited in numbers.
 - vi. The masters in other tournaments shall be Men's 50 and 55+ with A/B and C/D categories.
 - vii. Masters ages must be over their age category on the first day of the tournament. E.g. if

a player turns 55 after the tournament starts the player must play in the 50+.

2. Junior Age Categories

- i. For BC Junior Closed and other tournament who wish to use age groups, the categories shall be Boy's and Girl's Main and Progressive (formerly called B level) with age groupings of U19, U17, U15, U13. For the BC Junior Closed, ALL participants must play in their own age category.
- ii. For other tournaments who wish to use age groups, the top two ranked juniors in each age category may play up. (If there are only BC juniors then the BC rankings as of the entry deadline will be used to determine this. If there are out of province juniors then the Squash Canada or USA rankings should be used.)
- iii. In junior tournaments where there are advertised events offered on the entry form, events may not be combined, e.g., Novice/B. Should there be insufficient entries in an event, those athletes may only be moved up a category if consent from the guardians/coaches is received.
- iv. Junior ages must be under their age category on the last day of the tournament. E.g. if a player turns 15 on or before the last day of the tournament that junior must play in the U17.

3. Draw Types

- i. Tournament Organizers will create the size of each draw based on the number of entries and the relative strength of the players, looking for natural gaps in skill level while considering optimal size for competition.
- ii. Organizers are encouraged to identify draws by use of names of sponsors, Canadian squash athletes or other appropriate and inventive ways, and not use Open, A, B, C designations for the draws.
- iii. Persons entering tournaments do not select which draw they wish to compete in, as this will be decided by ranking points.
- iv. A person may request special consideration for placement in an alternative draw than their ranking places them in, and will be addressed by the tournament organizer in conjunction with the Squash BC office. This request must be received in writing at the time of entering the tournament. No considerations will be considered once draws are published.
- v. Should there not be sufficient players of one gender and skill level to create a draw, the tournament organizer may request permission from Squash BC to combine the genders where appropriate.
- vi. Once the organizer has established which people will be in each draw, the seeding will be completed as follows:
 - The organizer can choose how many players he wishes to publish a seeding for, but it will be no less than 25% of the draw.
 - The top 25% of players will be placed in the draw such as they will not play each other until as late as possible in the tournament. In other words, they will be seeded in the traditional spots of a seeded bracket.
 - Byes, when necessary, will be given to the top seeds

- The second 25% of players will be placed at random, but only in the traditional seeding spots as per a conventional bracket. (i.e. In a 16 person draw, the 5th seeded player, will be placed at random, in any of the 5-8 traditional bracket locations)
 - The remaining 50% of the players will be placed at random in the remaining spots in the draw.
 - Organizers will to the best of their ability avoid members from the same club/facility playing each other in the first round of a tournament.
4. When scheduling tournaments, the tournament organizer will, as much as possible, attempt to adhere to the following guidelines:
 - i. Ensure players play no more than two (2) matches on any day of the tournament
 - ii. Ensure there is a minimum of three (3) hours between match start times of any athlete playing 2 matches in a single day
 - iii. Ensure that an individual does not have two matches scheduled on successive days with less than twelve (12) hours between start times. (i.e. A player that plays at 10:00pm on Day 2, may not play before 10:00am on Day 3.)
 - iv. Should a player request certain start times, or be unavailable for portions of the competition, these policies will be at the discretion of the tournament organizer.
 5. Doubles

Doubles tournaments are divided up into divisions based on age, gender and doubles experience. The following is a guide to where players should place themselves in tournaments.

- i. Mens Open
 - Win two Div. 1 tournaments
- ii. Division 1
 - A and B class singles players with limited doubles experience and players promoted from Div. 2
 - Win Div. 2 to be promoted to Div. 1
- iii. Division 2
 - C and D singles players.
- iv. Women's Open
 - Open to women players
- v. Women's Division 2
 - C and D class women players.
 - Win Div. 2 to be promoted to Open
- vi. Mixed Open
 - Win two Div 1 Tournaments
- vii. Mixed Division 1
 - A and B class singles players and those promoted from Div. 2
- viii. Mixed Division 2
 - C and D class singles players.
 - Win an event to be promoted to Div. 1

- ix. Veterans 40+
 - Must be 40+ at start date of tournament
- x. Veterans 50+
 - Must be 50+ at start date of tournament
- xi. Veterans 60+
 - Must be 60+ at start date of tournament

The Doubles Committee has the right to combine divisions/classes of play for tournaments as entries dictate, as well as right to classify or reclassify a team or player, in keeping with sportsmanship and fair play.

9.6 SANCTIONING POLICIES

A Insurance:

- Current Squash BC Individual members will be insured for on court accidents while participating in or training for any Squash BC sanctioned events.
- The organizing committee and volunteers for Squash BC sanctioned tournaments and leagues will be insured with liability coverage.
- Full details available on the Squash BC website:
<http://www.squashbc.com/membership/squash-bc-member-insurance/>

B Calendar of Events:

- Sanctioned events are listed on the tournaments & events page of the Squash BC/SportyHQ website and will clearly be designated as sanctioned with having the word “Multiplier”.
- All sanctioned tournaments will be listed on the official Calendar of Events published by Squash BC.
- Tournaments will be given a tournament rating, which correlates to the weighting of the tournament results in the provincial rankings. This rating will be based on the historical significance of the event, prize money, strength of draw, size of draw and other factors. Tournaments apply for any rating at the time of sanctioning application, but the Executive Director ultimately sets the ratings for all sanctioned events.
- Leagues will receive a rating of A, and all matches will be weighted a 1.0 for entry to rankings.
- “A” and “AA” singles tournaments will be given a weekend free from any other sanctioned tournaments in the same region.
- “AAA”, “AAAA” and National singles tournaments will be given a weekend free from any other sanctioned tournaments within the Province.

Note: Junior and Doubles tournaments may be on same weekends as adult tournaments provided they are considered to be non-conflicting.

C Sanction Fees:

Sanction fees will be deducted from the entry fees collected by Sporty HQ for all sanctioned tournaments and leagues that use Sporty HQ for their entry process. Tournaments and leagues which use other collection methods will be invoiced to the host and payable

immediately following the tournament or at the conclusion of the registration period for a league.

The sanction fees are:

Adult Tournaments	\$3/registrant (maximum \$300)
Doubles Tournaments	\$2/registrant (maximum \$200)
Junior Tournaments	\$1.50/registrant (maximum \$150)
Tournaments at Associate Clubs	\$2/registrant (maximum \$200)
Adult Interclub Leagues	\$8.00/registrant (spare or regular)
Junior Interclub Leagues	\$3.00/registrant (spare or regular)
In-house Leagues/Ladders	No Sanction Fee Applies

9.7 SANCTIONING POLICIES FOR TOURNAMENT ORGANIZERS

1. The Tournament coordinators agree by way of sanctioning to abide by all Squash BC Policies, pertaining to the operation of sanctioned events as found in section 10 – Tournaments & Events. Tournaments not complying with any of these policies may be subject to the status of their tournament being changed for the next year.
2. All sanctioned events will be entered into rankings, even if it is as a 'friendly', with no points being exchanged.
3. The host venue tournament organizer agrees to pay the appropriate sanction fee .
4. The host club/facility will be responsible for all aspects of running the tournament, including the raising of any prize money or obtaining any sponsorship. They will be expected to run a fair event at a reasonable entry fee with the best possible value provided for that entry fee.
5. The host club/facility organizers are responsible for ensuring that the Squash BC logo is included on all tournament posters and correspondence.
6. It is the responsibility of the host to ensure that all participants are individual members of Squash BC. All fees collected for new individual memberships and temporary memberships (\$10.00) are payable to Squash BC
7. Online registration shall be set up at least one month prior to the starting date of the tournament.
8. The official Ball singles ball is the "Dunlop Revelation Pro" (double Yellow dot) and doubles ball is the Dunlop Elite Hardball (red dot), and will be used unless an exception is approved by Squash BC.
9. All Squash BC Championships will have a Tournament Referee (TR) assigned to them. Other sanctioned singles events may make a request in writing to Squash BC for Officials.
10. The rankings are maintained on the Squash BC web site <http://www.squashbc.com> . The host must use those rankings for seeding the tournament. The Squash BC office shall be contacted if any doubt occurs or any help is needed.
11. The host is responsible for ensuring results are entered into the SportyHQ system. Should a tournament or league, choose to use a system other than the Official Squash BC ranking

program, it is the responsibility of the host to manually enter the scores within 72 hours of the completion of the event.

12. All draws/results must show match scores for best of 5. (e.g. 3-1 or 3-2.)
13. Post-tournament reports, including pictures and written remarks are strongly encouraged and will be accepted for distribution in the newsletter or on the Squash BC web site provided they are received in a timely fashion. The distribution method is at the discretion of Squash BC.
14. The host club/facility, will received it's cheque for entrant registrations, less any Squash BC or SportyHQ fees, in a maximum of 21 days.

9.8 LEAGUES

1. Area or Zone Leagues operate at "arm's length" to Squash B.C. Each season they provide approximately six months of scheduled league play.
2. Leagues generally provide weekly inter-club competition at all levels of skill for both male and female of all ages.
3. Participating club/facilities must be full club/facility members of Squash B.C. and all participants are required to be current Individual members of Squash B.C.
4. Leagues must fill out a league sanctioning agreement with Squash BC to be eligible for insurance benefits, (on court accident and volunteer liability insurance,) and to have their results used for rankings. The "Request Sanctioning" form can be found on the administrator page of the league. If leagues do not use Sporty HQ, contact Squash BC for sanctioning.
5. The league organizers are responsible for ensuring that the Squash BC logo is included on league web pages, marketing and correspondence.
6. The official Ball singles ball is the "Dunlop Revelation Pro" (double Yellow dot) and doubles ball is the Dunlop Elite Hardball (red dot), and will be used unless an exception is approved by Squash BC.
7. The league is responsible for ensuring results are entered into the SportyHQ system. Should a league, choose to use a system other than the Official Squash BC ranking program, it is the responsibility of the league to manually enter the scores within 72 hours of the completion of the event.
8. League reports, including pictures and written remarks are strongly encouraged and will be accepted for distribution in the newsletter or on the Squash BC web site provided they are received in a timely fashion. The distribution method is at the discretion of Squash BC.
9. The league organizer agrees to pay the appropriate sanction fee.
10. If the league has used Squash BC sign up process, the league, will received it's cheque for entrant registrations, less any Squash BC or SportyHQ fees and in consultation with Squash BC once league registration has ended.
11. Leagues which use other methods of registration will be invoiced for Sanctioning fees within the first month of the start of league. Squash BC and the leagues will consult with each other as to the exact numbers used for determining sanctioning fees.

9.9 OPTIONS FOR TOURNAMENTS

A PREAMBLE

Tournament information can be posted on the Squash BC web site and in the e-mail will be a \$30.00 fee for the web site only. You may change the information newsletter. The first write up for the web site will be free. If you want to modify your information, there in the newsletter as often as you like. The information will be posted as you send it unless it is offensive to our members.

Squash BC will make up and distribute the entry forms upon request provided the following is agreed to:

fee of \$150 over and above the sanction fee will be payable by the host venue.

The information to be included on the entry form is provided no less than 5 weeks prior to the event.

B Squash BC's Online Tournament Registration

1. Squash BC, in partnership with Sporty HQ has developed an online registration system that events may use to collect entries and entry fees. Events must apply to Squash BC to have their events included on the Calendar of Events and set up on Sporty HQ.
2. Once the event is set up the organizers must apply for sanctioning by using the "Request Sanctioning" in the Administrator page of the event.
3. After the event has been set up and sanctioning has been granted, people can then enter your tournament. The person whose e-mail was put on the setup for the event and who has the passwords to the site will receive notices from the web site when a player has entered online. The person with the passwords will be able to download various excel file from the "Reports" section. This has all the information of the players from their date of birth to how many dinner tickets they want. Many other reports are on this page.

C Setting up Draws & Submitting Results

1. Squash BC would like tournament organizers to consider using a different system for setting up draws.
2. When setting up the draws for sign up just put the name of your tournament as one draw for players to sign up to. EG, "Vancouver Open Draw."
3. With the SportyHQ ranking system in place our rankings have never been more accurate. We would like tournament organizers to try and take the players who have entered the tournament and sort them according to their rankings. (Men, women, junior can all be in the same list.) You then take the top 8, 16, or 32 and make the first draw. Then you do the same with the next draw and so on till you get to the last draw. The last draw will be the only uneven draw in the tournament. This method will ensure players of the same ability will get to play one another regardless of age or sex. You can modify this system so maybe only the top 3 draws use the rankings and the lower ranked players can be put into age/sex categories. (Putting C/D Women in with the D Men may not be in anybody's best interests). We think you will find setting up the draws and doing the times much easier using this system. The players will have more competitive matches and this will make the rankings more accurate the more we use it.

4. The SportyHQ program for tournament draws does everything you need it to do for your tournament.
 - i. BC players are all in the database and easily added to the draws.
 - ii. If the Squash BC online registration system is used, participants are automatically added to draws.
 - iii. Minimum of 2 and 3 match formats are available along with round robin draws for less than 7 players.
 - iv. When the players are added to the draws, SportyHQ will produce the draws in seconds. These are easily edited.
 - v. Auto scheduling is available as long as many players don't have time restrictions.
 - vi. The program will print out court control sheets with names times and events.
 - vii. Score sheets can also be printed out with names and events/times. Last names are also added to each column.
 - viii. Last minute additions/deletions etc. are easily accomplished before results are entered.
 - ix. Results are automatically entered into the rankings, no more sending in your results after the tournament is done.
5. If you do not use SportyHQ, event organizers will need to input their own matches into the rankings. Contact Sporty HQ for setup.
6. We also require the MATCH SCORE for each match. (e.g. 3-1 or 3-2.) The ranking system uses this and in many cases so do the players. If we don't receive the match scores all enquiries about why players match scores are not in the rankings will be directed to the tournament organizer.
7. Please submit the results within ONE week from the end of the tournament. If results are delayed too long after the event has taken place, they will not be accepted for rankings. Players need time to point out errors in the results.
8. If you do not have access to a computer, please ask a volunteer within your club to help you out by doing this for you, the players and us.

D Bidding for Squash BC Championships

1. The BC Open / Closed senior and junior championships, the BC University and College Championships and the BC Doubles Open are open to a bidding process each year. Bid packages must be submitted to the Squash BC office by May 31.
2. Squash BC will organize and cover all referee expenses including assessment fees, travel and meals as per Squash BC policies 11.3 b.
3. The Club/Organizing committee should be well organized, and able to run a quality event. Guidelines of roles and responsibilities for the host club and Squash BC will be provided as part of the bid package.
4. Senior Singles Championships will have minimum prize money of \$1500.00 for each of the men's and women's first flight draws. PSA Prize money is separate from the BC players. Prize money for other championships is at the discretion of the tournament organizer.
5. SportyHQ will be the tournament software used for BC Championships.

E Bidding for National Championships

1. Each year Squash Canada sends out a call for bid for their national championships. Club/Facilities who fulfill the national criteria may bid for a national championship. Squash BC is a signatory on the application.
2. Hosts of national events will be able to invoice Squash BC for club/facility rental during the championship, \$1000 for singles events, \$500 for doubles championships and \$500 for team championships.

F Ratings of Competitions: How does the ranking program weigh competitions?

1. Squash BC believes that a “Match is a Match.” Once two people walk through and close the door the match is on and there are no excuses. Squash BC does however weigh some “Competitions” higher than others in importance within the ranking system. These are listed on the Calendar of Events for tournaments by the multiplier under the event type.
2. The SportyHQ ranking program performs the calculation at a base level, then multiplies the points to be added or deducted according to the category of the event. Events you will notice on the “Matches Played By” windows include “League,” for inter club or city leagues, “Ladders” for club box leagues and ladders, and the multipliers which denote leagues and tournaments. Events are categorized from 0.5 through to 2.0. So the most important events, provincial or national tournaments assigned a level of 2.0, are worth twice the points of a league match.

In-House League or Ladder	0.5	
Sanctioned Inter-Club League	1.0	
multiplier is:		
Tournament multipliers are:	1.25	1.75
	1.5	2.0

G Criteria for Ratings of Tournaments

1. Tournaments will have points awarded for what they offer and how many entrants they attract. The more points awarded, the more A’s the tournament will receive. Below is an explanation of how this will work.
2. The top row across the table is the amount of points a tournament may receive for the column going down. See below for an example of how a tournament will receive points;
3. If a tournament were to offer just prizes it would receive 1 point for that row/column. If the same tournament were to attract 146 entrants, it would receive 7 points.
4. The current year’s tournament rating shall be calculated by averaging the number of point the tournament scored in the previous 2 years.
5. Summer tournaments from May 1st to Sept 1st have the option of being used for rankings. If used for rankings, summer tournaments can be rated no higher than AA, and they must advertise whether or not they are being used for rankings.

6. (Note: The number of players per tournament will be taken from the ranking database.)

Points Given Per Column		0	1	2	3	6
Prizes and or Prize Money for BC Players			Prizes	Prizes & \$1000	Prizes & \$2000	Prizes & \$3000+
Number of BC Players			0-59	60-79	80-99	100+

Up to 5 Points	1.25
6-8 Points	1.50
9+ Points	1.75
BC Championships	2.0
Summer Events	1.25
Doubles, (decided by doubles com.)	D

For Junior Tournaments:

Up to 1 Points	1.25
2-3 Points	1.50
4+ Points	1.75
BC Championships	2.0
Summer Events	1.25
Doubles, (decided by doubles com.)	D

10 COACHING PROGRAM

10.1 CERTIFICATION

The National Coaching Certification Program (N.C.C.P.) is designed at the National level and administered provincially. The programs development ensures a consistency in the level of coaching throughout the country. For the most up to date information please [Click Here](#).

There are various levels and streams offered and coaching certification is offered to anyone participating in the coaching of squash, paid or volunteer. This broad spectrum includes parents and/or higher calibre juniors, as well as part-time or full-time club professionals.

Each level comprises three components. The Technical and Assessment components are sport-specific and are conducted through Squash B.C. They involve the presentation of the various skills and techniques (Technical) and offer the opportunity for coaches to have their knowledge evaluated in a real-life coaching situation (Assessment). The third component, Theory, is generic and coordinated through the BC Coaching

Association, [Click Here](#). Theory addresses the general principles of coaching. Once all components at a particular level have been successfully completed, a coach will be acknowledged of full certification.

The Coaching Program is, for the most part, self-supporting. Honoraria/travel expenses are paid to Learning Facilitators which, in turn, are reimbursed through participant fees. Squash B.C. makes a continued effort through the Coaching Committee and Office to encourage all coaches to complete their certification. Incentives are built into some levels for both Learning Facilitators and participants. Education of member club/facilities to the benefits of hiring well qualified, certified coaches to administer their squash programs is also ongoing.

- a) There will be some funding for coaches travel and to help with assessment costs.
- b) BC Winter Games coaches must be a certified Club coach. (Old Level 2.)
- c) Canada Winter Games must have at least one Provincial Coach. (Old Level 3.)
- d) Coaches are also invited or information is disseminated on the various educational opportunities provided through the affiliated coaching partners (i.e., National Coaching Institute and Coaches Association of B.C.).
- e) All coaches are requested to keep their education current. The course they take should be related to coaching. This could be an N.C.C.P. course, first aid, nutrition, C.P.R., or attend a Coaching Seminar put on by C.A.B.C. Squash B.C. or another such body. The coach level will determine how often a course should be taken: Level 1 = 1 course every 3 years; Level 2 = 1 course every 2 years; Level 3 = 1 course every year.

10.2 COACHING COURSE PARTICIPANT COSTS

PREAMBLE

Squash BC organizes 3 different levels of coaching courses. The cost to take each level is as follows.

Foundations Course	\$150 plus GST, Juniors to receive a \$100.00 rebate
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Once the Foundation course is taken:

Introduction to Competition	\$170 plus GST
Competition Development	\$190 plus GST

Squash BC reserves the right to cancel any coaching course if fewer than 6 participants register.

10.3 LEARNING FACILITATORS FOR COACHING COURSES

PREAMBLE

This policy will come into effect when Squash BC runs a NCCP coaching course.

- a) Learning Facilitator's (LF's) who give courses must be certified at the appropriate level.
- b) LF's who travel more than 100 Km one way to a course or take a ferry will be compensated for travel as per Squash BC's general travel policies, otherwise no mileage, accommodation or meals may be claimed.
- c) If LF's have to take a full day off work for travel, \$200.00 may be claimed per course.
- d) LF's honorariums for courses will be as follows:

Foundations	\$700
Intro to Competition	\$900
Competition Development	\$1000
- e) LF's honorariums for assessments will be as follows:

Foundations	\$60
Intro to Competition	\$70
Competition Development	\$80

- f) For every participant coach certified from a course, the LF whom gave the course will receive an honorarium of \$50.

10.4 COACH HONORARIUM POLICIES FOR SQUASH BC CAMPS

PREAMBLE

This policy will be for coaches who have been hired as Provincial Coaches to coach at Squash BC run camps for athlete training.

- a) It is the responsibility of coaches to make sure their hours have been submitted within 30 days of the camps end. Travel, accommodation and food are not covered unless 10.4 b is in effect.
- b) Coaches who travel more than 100 Km one way to a course or take a ferry will be compensated for travel as per Squash BC's general travel policies, otherwise no mileage, accommodation or meals may be claimed.
- c) Squash BC reserves the right to review coaches with foreign credentials and determine an appropriate compensation for their contribution at camps.
- d) The following honorarium will be paid to coaches for coaching hours worked at camps unless a flat amount has been agreed to in advance.

i. Competition Development, (Level 3):	\$60.00
ii. Intro to Competition, (Level 2):	\$50.00
iii. Foundations, (Level 1):	\$40.00
iv. Non-Certified:	\$30.00

10.5 OUT OF PROVINCE COACH TRAVEL POLICIES

PREAMBLE

This policy will come into effect when Squash BC receives funding from outside sources in order to fund Coaches travel subsidies.

- a) Committees which oversee various programs will decide on the number of coaches needed at events.
- b) No more than three Coaches will receive travel subsidies from Squash BC during any one event.
- c) Coaches receiving subsidies will be expected to provide appropriate athlete support to BC players during the event and not just athletes attending from their home Club.
- d) If more than the maximum number of Coaches applies for Travel subsidies for any one event, the appropriate committee will vote to decide which Coaches will receive subsidies. In the event of a Coach who is also a member of a committee applies for Travel subsidies that coach will not be eligible to vote on which Coaches attend.
- e) Coaches interested in receiving Travel subsidies must apply by e-mail to the Executive Director of Squash BC at least three weeks in advance of the event. Coaches will be notified when funding becomes available.
- f) Receipts must be received at the Squash BC office within 30 days of the end of the event to qualify for reimbursement.

- g) Coaches certified at the following levels will receive expenses incurred or a maximum subsidy of;
- h) Provincial Coach + (Old Level 3,) maximum \$700
- i) Club Coach (Old Level 2,) maximum \$500
- j) Approved travel costs to and from the event include: airfare, transportation to and from the airport, hotel costs and food during the event.
- k) This policy does not apply to the Canada Winter Games program.

11 OFFICIATING PROGRAM

PREAMBLE

This program offers squash enthusiasts the opportunity to gain better competency as markers and referees and provides players with a standardized interpretation of the World Squash Federation Rules of the Game.

The National Officiating Certification Program is designed at the National level and administered provincially. The programs development ensures a consistency in the level of officiating throughout the country. For the most up to date information please [Click Here](#).

There are four levels of certification available and, in addition, the opportunity to upgrade at various tournaments with an assessment by a Provincial/National Assessor. Online Certification clinics are offered on the Squash Canada web site.

Mini Rules Clinics are also offered. These clinics provide an opportunity to gain a better understanding of the basic rules and therefore a more enjoyable experience of the game. These clinics usually more than fill the needs of most players.

- a) The Officiating Committee comprises of dedicated officials who set the dates each summer for the upcoming season's officiating schedule of tournaments where Squash BC will supply officials. Officials are assigned on the basis of the location of each event in order that travel costs are minimal.
- b) There will be some funding for officials travel and to help with assessment costs.
- c) Juniors must have taken the Club level Online Certification course and passed the test to receive funding in their last year of U17.
- d) Officials are also invited or information is disseminated on the various educational opportunities provided through the affiliated partners.
- e) All officials are requested to keep their education current. Being assessed by an official who is a B1 or higher once every 2 years is the minimum recommended.
- f) Officiating Clinics, for the most part, are self-supporting. Honoraria and travel expenses are paid to Instructors which, in turn, are reimbursed through participant fees, membership fees and government funding.
- g) Information is also available which lists the specific requirements to obtain minimum certification (Club) and to upgrade to higher levels thereafter on the Squash Canada web site under officiating. <http://www.squash.ca/en/officiating>

11.1 SQUASH BC REFEREE IN CHIEF

- a) The Referee-in Chief is named annually by the Board and announced at the AGM.
- b) Chair the Squash BC Officiating Committee.
- c) Assign the Tournament Referees for each of the four BC Championships.
- d) Put out a call for Officials at least a month ahead of each tournament.

- e) Educate and train Tournament Referees on their role and responsibilities, and provide resources where appropriate
- f) With support from the Executive Director, maintain an organized list of officials in the province of British Columbia.
- g) Communicate with Squash BC member clubs Zone and League representatives to ensure awareness and usage of officiating programs and services.
- h) With assistance from the Executive Director, implement an intake system for those who have completed the online officiating course
- i) Communicate with the Executive Director to ensure there is sufficient stock of materials and support items at the Association office.
- j) Provide a system whereby officials can upgrade at tournaments to higher levels and encourage them as much as possible to do so.
- k) Provide an annual breakdown of officials for reporting purposes
- l) Provide an annual breakdown of officials' participation at supported tournaments so that Squash BC can compensate officials accordingly.

11.2 MINI CERTIFICATION

PREAMBLE

Squash BC runs Mini Officiating Clinics and will supply course conductors, however

- a) If a region wants a Mini Clinic, and the course conductor must travel more than 100Km, that region/club will pay half the travel costs.
- b) Costs and what participants receive at a Squash BC Mini Officiating Clinic
 - i. With Rule Book, \$10.00 per person, minimum 10 people. (\$20.00 for non-Squash BC Members.)
 - ii. Without Rule Book, \$5.00 per person, minimum 10 people. (\$15.00 for non-Squash BC Members.)
 - iii. The Mini Officiating Clinic consists of a 1 to 2 hour presentation, depending on how many questions are asked.
 - iv. We need a "Quiet" room with enough capacity to accommodate the attendees.
 - v. A court may be required but not necessary.
- c) Course facilitators
 - i. Course Facilitator's (CF's) who give courses must be certified as a Provincial Assessor or National Assessor.
 - ii. CF's who travel more than 100 Km one way to a course or take a ferry or stay overnight will be compensated for travel as per Squash BC's general travel policies, otherwise no mileage, accommodation or meals may be claimed.
 - iii. CF's honorariums for courses will be \$75

11.3 OFFICIALS AT SUPPORTED TOURNAMENTS

- a) Officials will be required at the BC Open, BC Closed, BC Junior Open, BC Junior Closed, BC University and College Championships and BC Doubles. At these tournaments, officials will be compensated based on the payment schedule in section 10.5.
- b) At the aforementioned tournaments where officials are required, Squash BC will cover officials' costs. However, the tournament host shall provide a tournament meal/banquet dinner ticket (if no banquet/dinner at the event, a meal voucher suffices) for each full-time official.

- c) Any Squash BC sanctioned tournament may request officials from Squash BC. The tournament host is required to cover 100% of officials' costs based on the payment schedule in section vii. The tournament host shall also provide food (or vouchers) for all officials while they are working at the tournament. Squash BC will pay for assessments and travel.
- d) At adult tournaments where officials are required or have been requested, all main draw matches of the top two flights starting at the round of 16 shall be officiated by certified referees.
- e) At junior tournaments where officials are required or have been requested, all main draw matches of the U17 and U19 (or top flight, where appropriate) events starting at the round of 16 shall be officiated by certified referees.
- f) A full time official shall be defined as a certified referee who volunteers from Friday night to Sunday of a tournament. A full time official must be available to referee anytime within that time period. A referee who is also playing in the tournament cannot be considered a full time official.
- g) Payment for officials shall be as follows:
 - i. The tournament referee shall be paid \$100.
 - ii. Provincial/National referees shall receive \$7 for each match they referee as long as it is a match that requires officials as per sections iv and v above.
 - iii. Club/Local referees shall receive \$5 for each match they referee as long as it is a match that requires officials as per sections 11.5 g.
 - iv. Assessors shall be paid \$7 for each assessment.
 - v. All full time officials will be compensated for mileage or ferry as per Squash BC's In Province Official Travel policy – see 11.3 E.
 - vi. Full time officials shall receive appropriate funding for meals during the weekend dependent on the schedule of matches, and meals provided by the tournament as approved by Squash BC. Part time officials shall be provided meals (or equivalent funding) for the duration that they are working as approved by Squash BC.

11.4 TOURNAMENT REFEREE (TR) DUTIES FOR BC EVENTS

- a) TRs should sit in tournament Planning Committees if there is one.
- b) The TR must also inform the attending Officials of the Officials 'uniform' and any other policies relevant to that tournament
- c) TRs should see to the needs of the Officials in the area of seating at courtside, sound systems, transportation, accommodation, food and tournament packages at the Planning meetings of major tournaments.
- d) The TR must assign matches according to the abilities and skills of the Official. Priority should be given to those Officials who are full time and have put in the hours during the tournament according to seniority, and should include out of town Officials. The Semi Finals and Finals should be assigned to the Officials with the highest level accreditation.
- e) The TR must use the "Officials Schedule Form" to record assigned matches and assessments.
- f) The TR (BC events only) must hand out the Officials' Match Summary Forms when the Official shows up for their first match and collect the forms at the end of the tournament to send to the Officials Chair with the Officials Schedule Form for payment.
- g) The TR must provide a report on the tournament to the Squash BC Officials Chair.

11.5 IN PROVINCE OFFICIAL TRAVEL

- a) Officials interested in receiving Travel reimbursement must apply by e-mail to the Officiating Chair of Squash BC at least three weeks in advance of the event.
- b) Receipts must be received at the Squash BC office within 30 days of the end of the event to qualify for reimbursement.
- c) The officiating committee will decide on the maximum number of officials to fund to any one event.
- d) If more than the maximum number of officials applies for travel reimbursement for any one event, the committee will vote to decide which officials will receive reimbursement. In the event of an official who is also a member of a committee applies for travel reimbursement, that official will not be eligible to vote on which officials attend.
- e) Officials certified at the following levels who travel more than 100 Km one way each day or take a ferry to a supported tournament will receive expenses incurred or a maximum subsidy of;
 - f) National will receive a maximum of \$250
 - g) Provincial will receive a maximum of \$200
 - h) Local will receive a maximum of \$150
- i) Approved travel costs to and from the event include: airfare, transportation to and from the airport, hotel costs and food not provided by the event.

11.6 OUT OF PROVINCE OFFICIAL TRAVEL

- a) Officials interested in receiving Travel reimbursement must apply by e-mail to the Executive Director of Squash BC at least three weeks in advance of the event.
- b) Receipts must be received at the Squash BC office within 30 days of the end of the event to qualify for reimbursement.
- c) The officiating committee will decide on the maximum number of officials to fund to any one event.
- d) If more than the maximum number of officials applies for travel subsidies for any one event, the committee will vote to decide which officials will receive reimbursement. In the event of an official who is also a member of a committee applies for travel reimbursement, that official will not be eligible to vote on which officials attend.
- e) Officials certified at the following levels will receive expenses incurred or a maximum reimbursement of;
 - i. National will receive a maximum of \$700
 - ii. Provincial will receive a maximum of \$600
 - iii. Local will receive a maximum of \$500
- f) Approved travel costs to and from the event include: airfare, transportation to and from the airport, hotel costs and food during the event.

12 TECHNICAL SPECIFICATIONS

12.1 SQUASH TECHNICAL STANDARDS

All squash technical standards and specifications for courts (International singles, (International (softball) doubles and North American (hardball) doubles), balls and racquets can be found at the following link.

<http://www.worldsquash.org> then click Technical COURTS/EQUIP at the top

12.2 RANKING SYSTEM

- a) Squash BC uses the SportyHQ ranking program for rankings.
- b) All Squash BC sanctioned event matches are entered. These include tournaments and leagues.
- c) For ranking purposes, a match must be a best of 5 games with the exception of the Jr Pathways "Progressive" levels where a match can be a best of 3 games. All other matches shall be given a ranking multiplier of zero. Meaning no points are given to either player. T
- d) To receive sanctioning, the event organizer must submit a sanction request through Sporty HQ to be approved by Squash BC.
- e) In House Leagues, in-house Ladders and in-house Tournaments may be used for provincial ranking if the club/facility uses SportyHQ to run the events and enter the results with the exception of the top 30 men.
- f) Match results entered through a clubs, leagues and tournaments that use the SportyHQ software are entered into the rankings automatically. To change these results, please contact the club/facility, league or tournament.
- g) To be on the Squash BC Ranking list, you MUST be a "PAID UP and Current Member of Squash BC by September 30th of each year.
- h) After joining Squash BC for the first time, and if not given a starting ranking by your club/facility administrator you must play in five sanctioned matches with existing ranked players to acquire initial ranking points. If you already have a SportyHQ account, those points will be used.
- i) Squash BC will provide "Top 10" lists which shall only include persons who reside within the province of British Columbia in accordance with the criteria for competing in a provincial closed championship.
- j) The first Defaulted Match of an event will be entered as a loss. If the defaulted player is supposed to move on to the next round, the next match will not be counted as a loss.
- k) Appeals of defaulted matches must be backed up and verified by Doctors, Lawyers, etc. (A note from your mother will not work.)
- l) When a Defaulted Match is entered, only the player who defaulted the match will lose points. No points will be awarded the opponent.
- m) Once a match has started, an "Injury on Court" will be entered as a loss of that match. If the injured player won any games, those games will be entered in the match result. If the injured player is supposed to move on to another draw, the next match will not be entered.
- n) Members must play a minimum of 1 sanctioned event (league or tournament) between September and December, and then again between January and April. Failure to do so will result in that member's ranking status becoming inactive. Every time period that a member fails to satisfy this criteria, they shall suffer a 3% inactivity deduction on their Squash BC ranking. This does not affect a member's membership status. It applies only to them appearing in the rankings.
- o) When a member plays someone from out of province in any singles event that counts for ranking points, that match shall be given a ranking multiplier of zero. Meaning no points are given to either player.
- p) Any sanctioned event that chooses to use a software other than SportyHQ, is responsible for inputting the results of the event into SportyHQ within 72 hours after the conclusion of the event.

13 FUNDING

13.1 GENERAL ATHLETE FUNDING POLICIES

- a) Squash BC members have benefits that all members partake in throughout the year. These include the insurance program, being ranked, participating in events at reduced rates etc. However, in order to receive extra funding to cover expenses from Squash BC, whether it be from Squash BC general revenues, Government sources as in Grants or Gaming, Gudewill Fund, Jesters Funding or any other funding Squash BC facilitates to our members, athletes must follow these policies;
- b) Be a member in good standing with Squash BC.
- c) Be a targeted athlete or chosen for a Squash BC team or squad
- d) Signed and returned to Squash BC a Squash BC's Training Squads/Teams Athlete Agreement, Waiver & Information form or any other form sent to athletes.
- e) Follow the policies of the various squads/teams.
- f) To receive expense funding in a junior's last year of Under 17 competitions, that junior must have taken the online officiating certification course
- g) To receive expense funding in a junior's last year of high school, that junior must be trained at the Foundations Coach level.
- h) Athletes may lose their expense funding or be made members not in good standing for the following reasons and these sanctions will be in effect for rest of the current playing season, (Sept-May.)
 - i) Have not followed the policies of the Athlete Agreement, Squads or Teams.
 - ii) If an athlete receives a conduct match by a certified official.
- i) Athlete programs and expense funding that fall under these policies are: See 8.0 Player Development
 - i) Men's, Women's and Master's Provincial Teams
 - ii) Athlete Assistance Program
 - iii) Canada Winter Games
 - iv) Junior Provincial and Regional Squads
 - v) Gudewill Funding
 - vi) Jesters Funding
 - vii) In Province Youth Travel Funding BC Games
 - viii) NOTE: The Junior Pathways Program does not fall under these policies.

13.2 OTHER IN-PROVINCE FUNDING

Squash BC will subsidize invited individuals traveling to official Squash BC events or activities at the same funding levels as seen below:

For Events held in Zones 3, 4 or 5 the maximum reimbursement will be as follows:

Zones 3-Fraser Valley, 4-Fraser River-Delta, and 5-Vancouver	\$ 0.00
Zone 6-Vancouver Island-Central Coast	\$ 75.00
Zone 2 (Thompson-Okanagan)	\$100.00
Zones 1-Kootenays, 7-North West, 8-Cariboo-North East	\$150.00

For Events held in Zone 6 the maximum reimbursement will be as follows:

Zones 3, 4 & 5	\$ 75.00
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Zone 6	\$ 0.00
Zones 1, 2, 7 and 8	\$150.00
For Events held in Zone 2 the maximum reimbursement will be as follows:	
Zones 3, 4 & 5	\$100.00
Zone 6 & 7	\$150.00
Zone 2	\$ 0.00
Zones 1, & 8	\$ 75.00

For Events held in Zones 1, 7 or 8 the maximum reimbursement will be as above only in reverse.

14 MARKETING AND COMMUNICATIONS

14.1 SPONSORSHIP AND FUNDRAISING

- Creative and new ideas to attract additional sponsorship are ongoing in an effort to provide improved service to our members. Sponsorship agreements take many different forms, but Squash BC is committed to making any agreement a win-win-win situation for the sponsor, Squash BC and our members.
- Squash BC offers several means for sponsors/advertisers to promote their business. The web site, Squash BC events and the e-mail newsletters gives a large audience to our sponsors/advertisers. On SquashBC.com, on the "Business of Squash" page there is a PDF document called "Sponsorship and Advertising with Squash BC" which outlines all the sponsorship opportunities within Squash BC.
- Squash BC partners with leagues and tournaments to acquire sponsorship for those events.
- Squash BC is committed to developing ongoing means of ensuring increased revenue for the Association through sponsorship and fundraising activities. It also encourages the same philosophy in each of the eight provincial zones for their programs.

14.2 NEW CLUB/FACILITY MEMBERSHIP INFORMATION

The purpose of this Information is for clubs and facilities enquiring about the advantages of joining Squash BC. This is in a PDF format and can be found on SquashBC.com, on the "Business of Squash" page or can be e-mailed to the enquiring person. This will be followed up within a few weeks and sometimes a visit is made to the facility (if accessible) for a personal meeting with the owner/manager to encourage full or associate membership with Squash BC.

14.3 INDIVIDUAL MEMBERSHIP INFORMATION

- Information on Individual Membership can be found on SquashBC.com.
- The purpose of the Individual Membership information is to inform potential new Individual Members of the benefits of joining Squash BC.
- The information contained on the page is applicable to Individual Members, since detailed information itemizing the benefits of club membership is set out separately.
- New members who enquire from Squash BC about joining as an Individual Member are e-mailed a copy of the information for perusal and application.
- There's a list of programs of the Association as well as the benefits of individual membership, fees, fee breakdown and an online application form.
- The information is updated when necessary to reflect changes during the summer, in readiness for the new season.

14.4 PUBLICATIONS & COMMUNICATIONS

- a) Publicity
 - i. Squash BC, from time to time, submits press releases, tournament results and other promotional items of interest through the Sport B.C. Communications Department, constantly endeavouring to increase awareness and participation of squash throughout the Province.
 - ii. It is an ongoing commitment to ensure greater publicity of squash to both our members and the general public alike, and to encourage member clubs and tournament personnel to identify local avenues for better promotion of certain their squash events and notable player achievements.
- b) Facilities Information
 - i. Squash BC has published a “Promoting Squash in Your Club” publication to help clubs and associations with the marketing and promotion of squash within their facilities. This publication is printed and sent to clubs and associations periodically as well as being posted to on SquashBC.com under the “Promoting Squash” page.
 - ii. Squash BC provides some technical information and advice regarding the development and upgrading of squash facilities, to ensure that minimum standards are met to provide players with the maximum safety and enjoyment possible. Outside resource personnel are made available to those enquiring more detailed information on court specifications (i.e., finishing and lighting requirements).
 - iii. Technical requirements of courts can be found within the Squash BC policies, “Competitions, Coaching, Officiating and Technical” policies.
- c) Club Roster
 - i. The club roster is kept on SquashBC.com, on the “Member Clubs” page.
 - ii. The purpose of the Club Roster is to provide information about Squash BC member clubs and facilities.
 - iii. The roster has contact information, the physical address, phone number of the club/facility and a link to the club/facility’s web site.
 - iv. The roster is updated as needed to reflect any changes.
- d) Web site (squashbc.com)
 - i. SquashBC.com provides our members and visitors a large range of services and information including Squash BC programs and services, rankings, calendar of events, information about how to donate, membership, policies and procedures, awards, etc. and contact information for Squash BC and its member clubs. Social Media
 - ii. Squash BC has an active Facebook page and Twitter account. This social media keeps people updated on events and news in a real-time fashion.
 - iii. Upcoming events, deadlines, and event results are posted. Event photos and active participation are encouraged.
 - iv. It is reported by WSF that 20 million people play squash worldwide and about half of 1 percent (20,000) compete and are actively engaged in online conversations involving squash. Social media (twitter, Facebook, Instagram, etc.) plays an important role in engagement, promotion, or
 - v. awareness of the sport. Squash BC encourages all members to actively engage in social media

about our squash community, so please post often.

- vi. Things to remember when posting to SquashBC's social media accounts and respecting Squash BC's members, partners and sponsors:
 - Be reflective of Squash BC's values
 - Be professional
 - Focus on the positive
 - Remember that BC is a multicultural and diverse society and all ethnicities should be respected.
 - Use your common sense
- vii. If complaints or inappropriate behavior are brought to the attention of Squash BC, Squash BC will undertake applicable disciplinary procedures.
- viii. The web site, Facebook and Twitter will be updated as we receive the information.
- ix. Pictures may be submitted but Squash BC would like to advise organizers of privacy rules. Names attached to photos will not be used unless permission is obtained.
- x. Squash BC will create a Facebook event and invite Squash BC page fans, with shared admin access with tournament organizer to invite their squash associates
- xi. Posting of Tournament photos on Squash BC Facebook page (photos can be emailed to squashbc@darasklar.comexecutivedirector@squashbc.com)
- xii. If you have any questions on any aspect of social media, please connect the executivedirector@squashbc.com.

14.5 E-NEWSLETTER

- a) The purpose of the E-Newsletter is to provide the readership with information on upcoming events, tournament results and stories, player or volunteer profiles and other items which are felt both interesting and informative.
- b) The newsletter is sent every second week during the squash season and less frequently during the off season (June – August).
- c) The E-Newsletter is prepared and distributed to current and many past individual members who have signed up to receive it. It is also sent to each Provincial and Territorial Squash Association Offices, Squash Canada, Squash BC supporters and sponsors, and others who are interested in Squash in BC.
- d) Squash BC encourages contributions for each Newsletter. Please submit your article to the Squash BC Executive Director.

14.6 ANNUAL CALENDAR OF EVENTS SCHEDULE

- a) A Calendar of Events for Squash BC sanctioned events is prepared each year during the summer months by the Executive Director, ensuring that "protected" dates, as set down by Squash Canada, are honored.
- b) The Calendar of Events on the web site will be the most up to date list of events during the year. Individuals may also sign up for events online from this web page.

14.7 ADVERTISING OF EVENT INFORMATION

PREAMBLE

- a) Squash BC would like to help event organizers advertise their events through our digital marketing (website, newsletters, Facebook, Twitter, Instagram). Those who wish to have their

information sent out by Squash BC's newsletter, and to have information posted will need to follow a few simple steps.

- b) All event information submitted to Squash BC must be written by event organizers or their designates. (Squash BC does not write articles for upcoming events or post event articles but may edit for questionable content.)
- c) Squash BC will endeavor to remind people throughout the season they need to send information for posting onto the website calendar or newsletter, in a timely manner, (usually 4 to 6 weeks before the event) but ultimately the sending of information to Squash BC is the event organizers' responsibility.
- d) Basic information that should be provided for posting of events:
 - i. Dates of Event for local and out of town entrants
 - ii. Entry Deadline date and time
 - iii. Cost of Event
 - iv. When Draws are available and on what web site or phone # to call
 - v. How many matches are guaranteed
 - vi. Souvenir, food, beverages and social activities

15 SQUASH BC ANNUAL AWARDS

Each year the Awards Selection Committee nominates recipients in the following categories and presentations are awarded at various times throughout the year.

- a) Jack Larsen Trophy for all round contribution to and development of squash in B.C.
- b) Presidents Plate awarded for the best supporter of our game and our Association in a myriad of different ways.
- c) Ernie Rogers Bowl for the best record in National and International competition
- d) The John Burris Memorial Award is presented annually to a squash player who demonstrates sportsmanlike conduct both on and off the court
- e) Massey Goolden Trophy for junior achievement and sportsmanship
- f) Kevin Kydd Junior Service Award is presented to an individual or group who has unselfishly inspired, coached or mentored Junior squash players.
- g) The Junior Club Trophy is for the club whose athletes have the best record throughout the BC Junior Closed Championships
- h) The Ken Cummane Award goes to the club/association which donates the most to the 2020 Fund throughout the year
- i) 9) Honorary Members of Squash BC program recognizes past presidents who have been on the board of Squash BC for at least five years and recipients of the Jack Larsen award.
- j) Sport BC's annual "President Award" is to acknowledge and thank an individual who has demonstrated outstanding dedication and commitment to their organization.
- k) Squash Canada Certificate of Achievement - The Board of Directors of Squash Canada annually recognizes up to one volunteer or company who have continued to contribute to the game over an extended period per province/territory.

16 CODE OF CONDUCT POLICY

16.1 DEFINED TERMS

Board	Means the Board of Directors of Squash B.C. from time to time elected or a quorum thereof.
Appeals Committee	Three persons: one person, nominated by Subject of Complaint; one person nominated by Squash BC and the Chair.
Chair, Appeals Committee	A person selected and approved by both the Subject of Complaint and Squash BC. This may include the past president of Squash BC, the current president of Squash BC, the executive director of a sister organization
Code of Conduct	Means the Code as set out in this Section.
Complainant	The member/participant who files a formal complaint with Squash BC.
Discipline Committee	Means any 3 members of Squash BC. A Chair will be appointed by a member of the Board for each discipline matter.
Designated Individual	Means any person chosen by Squash B.C., Squash Canada or a member club/facility to enforce the Code of Conduct at any event.
Discipline Matter	Means a contravention of the Code of Conduct.
Event	Means any Squash Canada sanctioned competition, program or squash-related activity or any Squash B.C. sanctioned competition, program or squash-related activity.
Executive Director	Means the Executive Director of Squash B.C.
Hearing	Means a Hearing concerning a Discipline Matter to be heard before the Discipline Committee.
Member	An individual member or member club/facility of Squash BC.
Official	Referee or marker.
Participant	All individuals engaged in activities with Squash BC including, but not limited to, athletes, coaches, referees, parents, spectators, volunteers, directors, officers, administrators and independent contracted personnel, but excluding full or part-time Squash BC employees except in the case of conflict of interest, harassment or bullying.
Provincial/Territorial (PT)	Means any competition, program or squash related sanctioned activity which complies with the sanctioning policy of the Provincial/Territorial Association (PTA).
Subject of Complaint	Means a member/participant against whom a formal complaint has been made to the Board.

16.2 APPLICATION OF THIS CODE

- a) This Code applies to Member and Participants' conduct during Events.

- b) This Code also applies to Member and Participants' conduct outside of Events when such conduct adversely affects relationships within the PTA and/or Squash Canada (and its work and sport environment) and is detrimental to the image and reputation of the PTA and/or Squash Canada.
- c) An employee found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the applicable PTA or Squash Canada Human Resources Policy as well as the employee's Employment Agreement, as applicable.

16.3 GENERAL CODE OF CONDUCT

Squash Canada and all PTAs are committed to providing an environment in which all individuals are treated with respect. Members and Participants are expected to conduct themselves at all times in a manner consistent with excellence, fairness, integrity and respect.

All Members and Participants will:

- a) Demonstrate through words and actions the spirit of fair play, sports leadership and ethical conduct;
- b) Treat others with respect and refrain from negative or disparaging remarks or conduct;
- c) Refrain from actions or communications that are vexatious, defamatory or that otherwise place the PTA or Squash Canada, its official representatives, or the sport of squash into disrepute;
- d) Refrain from using alcohol and tobacco products when involved in training sessions or competitive events. At social events, and if of legal age, consume these products in a responsible manner;
- e) Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, degrading, malicious, derogatory or hurtful; whether intentional or unintentional;
- f) Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments or sexual advances, sexist jokes or displays of sexually-offensive material or conduct of a sexual nature; Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, each PTA and Squash Canada adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction. Each PTA and Squash Canada will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by a PTA, Squash Canada, or any other sport organization
- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of squash, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Antidoping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
- h) Adhere to all federal, provincial, municipal and host country laws; and
- i) Comply at all times with the bylaws, policies, rules and regulations, as adopted and amended from time to time, of the Member or Participant's PTA and of Squash Canada including complying with any contracts or agreements executed with or the Member or Participant's PTA or Squash Canada, and complying with any sanction imposed by a PTA or Squash Canada.

16.4 CODE OF CONDUCT FOR ATHLETES

All Participant athletes participating in a PTA or Squash Canada sanctioned event will:

- a) Act with respect toward all those whom they come into contact with through the sport of squash;
- b) Strive for personal excellence in sport and act with fairness and integrity in the pursuit of excellent squash;
- c) Respect Squash Canada and all PTAs rules, policies and procedures governing events and competitions in which they participate;
- d) Refrain from comments or behaviours which are abusive, offensive or otherwise belittling or demeaning to others, whether intentional or not;
- e) Not harass or tolerate harassment by others including comments and/or conduct, which is insulting, intimidating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, or which creates an uncomfortable environment for anyone involved;
- f) Respect others as persons and treat them with dignity;
- g) Respect the privacy of others;
- h) Not endanger the safety of others through their actions;
- i) Promote a drug-free sport and refrain from the use of alcohol or banned substances during competition, during practice, in accommodations provided on overnight trips, and while travelling to and from competition;
- j) Accept doping control that is consistent with the policies of the Canadian Centre for Ethics in Sport <http://cces.ca/> ;
- k) Honour and respect the spirit and traditions of the sport of squash;
- l) Not impede the preparation for competition of other competitors or teammates;
- m) Respect the decisions of officials, tournament organizers and other Designated Individuals;
- n) Comply with the reasonable requests of officials, Squash Canada and a PTA;
- o) Accept that the Participant Athlete is an ambassador for squash and refrain from any action which might bring the sport of squash into disrepute;
- p) Conduct themselves at all times in an appropriate manner, including any behaviour on social media;
- q) Respect the property and livelihood of others, which means refraining from vandalism, theft, and other forms of mischief;
- r) Not wager anything in any manner in connection with any Squash Event;
- s) Be aware that failure to adhere to the Code of Conduct may result in a hearing before a disciplinary body and could result in any of the following: a written warning, suspension from competition or suspension from the PTA and/or Squash Canada or other sanction as determined by the disciplinary body.

A Participant athlete may be ejected or disqualified from an Event or ejected or disqualified from further participation for the balance of an Event by a Designated Individual or may be at a later time held accountable for an action during an Event on the following grounds:

- a) Non-compliance with the rules and regulations put in place or adopted by a PTA or Squash Canada, relating to participant safety or equipment;
- b) Deliberate disregard of the rules of squash adopted by a PTA, which rules constitute the rules enforced by Squash Canada and the PTA.;
- c) Verbally or physically abusing an opponent, official(s), spectator(s) or the sponsors;
- d) Showing dissent to the officials, including foul language and obscene or offensive gestures;
- e) Abusing playing equipment or the court;

- f) Failing to comply with the condition of entry of an Event including any rules with regard to clothing or advertising;
- g) Having entered an Event or accepted an invitation to participate, withdrawing from the Event or failing to attend without appropriate reason such as injury, etc;
- h) Defaulting from an Event or match. A disciplinary body may require evidence of proof of "bona fide" injury, illness or other emergency situation;
- i) Failing to be available to meet reasonable requests for interviews by the media;
- j) Failing to avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- k) Failing to adhere to World Squash Federation, Squash Canada and PTA rules and requirements and
- l) Any other unreasonable conduct which brings the game into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors;

Participant athletes who have been selected to a Team of a PTA or Squash Canada will:

- a) Properly represent themselves and not attempt to enter a competition for which they are not eligible, by reason of age, classification or other reason;
- b) Report any health or fitness related problems in a timely fashion, where such problems may limit the athlete's ability to travel, train, compete or interfere with the athlete's ability to fulfill program requirements;
- c) Participate and appear on time in all competitions, Events, activities or projects to which the Team and the athlete have made a commitment and
- d) Adhere to Squash Canada, PTA and Event organizing committee rules regarding clothing, advertising and logos or any other corporate partnership agreement.

16.5 CODE OF CONDUCT FOR PARENTS

All parents of individual athletes participating in a PTA or Squash Canada sanctioned Event will:

- e) Show no disrespect for the decisions of the coaches, officials and referees;
- f) Encourage their individual child to play within the rules, to respect opponents and to resolve conflict without resorting to hostility, humiliation or violence;
- g) Never ridicule or yell at their individual child for making a mistake or losing a match;
- h) Not sit beside the referee during their individual child's match;
- i) Not criticize, abuse or ridicule the decisions of the referee;
- j) Respect and show appreciation for the volunteers who give their time for the betterment of squash;
- k) Never harass players, coaches, officials or other spectators;
- l) Not arrive at an Event under the influence of inappropriate substances or consume such substances during an Event;
- m) If they are in violation of any of the above as determined by the Designated Individual, either leave the court area and/or the hosting venue;

16.6 CODE OF CONDUCT FOR COACHES

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal development as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. How an athlete regards his/her sport is therefore often dependent on the

behaviour of the athlete's coach. The following Code of Conduct has been developed to aid coaches in achieving a level of behaviour, which will allow them to assist their athletes in becoming well rounded, self-confident and productive human beings.

Coaches will:

- a) Consistently display high personal standards and project a favourable image of their sport and of coaching;
- b) Treat everyone fairly within the context of their activity, without discrimination of any kind, such as race, colour, sex, sexual orientation, gender expression, gender identity, language, religion, political or other opinion, national or social origin, property, birth or other status;
- c) Direct comments or criticism at the performance rather than the athlete;
- d) Refrain from criticism of other coaches, especially when speaking to the media or recruiting athletes;
- e) Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes;
- f) Abstain from drinking alcoholic beverages when working around minor athletes;
- g) Discourage the use of alcohol in conjunction with athletic Events or victory celebrations at the playing site;
- h) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties;
- i) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment as outlined in the Long Term Athlete Development plan;
- j) Actively assist in sustaining the present and future health of athletes by communicating and cooperating with registered medical practitioners in the diagnosis, treatment and management of injuries and other associated health or fitness problems;
- k) Consider the athletes' future health and well-being as foremost when making decisions regarding an injured athlete's ability to continue playing or training;
- l) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own;
- m) Regularly seek ways of increasing professional development and self-awareness;
- n) Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules;
- o) In the case of minors, communicate and cooperate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development;
- p) Consider the academic pressures placed on student-athletes and conduct training and Events in a manner that supports academic success;
- q) Adhere to Squash Canada, PTA and Event organizing committee rules regarding clothing, advertising and logos or any other corporate partnership agreement.
- r) Educate athletes about the dangers of drugs and performance-enhancing substances;

Coaches must:

- a) Ensure the safety of the athletes with whom they work;
- b) Never engage in any behaviour that abuses the power imbalance inherent in the coaching position including but not limited to establishing or maintaining a sexual relationship with an athlete that he or she is coaching or encouraging inappropriate physical or emotional intimacy with an athlete, regardless of the athlete's age;

- c) Respect athletes' dignity; verbal or physical behaviours that constitute harassment or abuse are unacceptable;
- d) Never advocate or condone the use of drugs or other banned performing-enhancing substances or practices;
- e) Never provide under age athletes with alcohol.

16.7 CODE OF CONDUCT FOR OFFICIALS

All Participant Officials:

- a) Will have a full knowledge of the Rules of Squash and their current Interpretation as described by the World Squash Federation ;
- b) Will at all times maintain complete impartiality with respect to all players and shall not enter into any relationship or take any action which casts doubt on his or her impartiality as a Squash Referee;
- c) Will not officiate in any match in which that Official has a relationship with one of the players that might be considered a conflict of interest so as to cast doubt on that Official's impartiality. Not only is an obvious conflict of interest prohibited, but a mere appearance of such a conflict will render an official unsuitable for such an assignment;
- d) Will not criticize or attempt to explain calls or decisions by other Officials to anyone other than those Officials directly, or the Tournament Referee. Where Officials agree to conduct assessments on each other, these should be done discreetly but must be coordinated and supervised by the Tournament Referee;
- e) Will arrive at least 20 minutes prior to the start of the session. Also, Officials must be prompt for all matches assigned to them;
- f) Will dress and maintain their appearance in a manner befitting the dignity and integrity of the game. Where an official uniform has been supplied by the Tournament Sponsor, then this must be worn as required. The Tournament Referee shall determine the appropriate dress code throughout the Tournament;
- g) On the day they are to officiate, Officials will not drink any alcoholic beverages before or during their match or matches;
- h) Will not wager anything in any manner in connection with any Squash Event;
- i) Shall not, except in the ordinary course of controlling the gallery during a match, converse with the crowd;
- j) Shall at all times conduct themselves in a professional, ethical manner and give due regard to the authority of the Squash Canada or PTA representative, other Officials, and tournament personnel;
- k) Shall not participate in a media interview or meeting with a journalist where statements relating to squash refereeing can be printed or broadcast without the approval of the organization sanctioning the tournament.
- l) Will adhere to Squash Canada, PTA and Event organizing committee rules regarding clothing, advertising and logos or any other corporate partnership agreement.

16.8 COMPLAINT PROCEDURES

- a) If a member/participant feels that another member/participant has contravened the Code of Conduct then s/he can file a formal complaint with the Executive Director of Squash BC. A formal complaint must meet the following conditions:
 - i) The complainant must be a witness and/or be directly affected by the incident.
 - ii) The complainant must fill out a "Form of Complaint" within 10 full and complete days of the incident.

- iii) If the complainant was not a witness to the incident, then a witness statement must be provided.
 - iv) Witness statements are necessary to confirm the incident. Note: it is not the responsibility of the Discipline Committee to find witnesses.
 - v) Video, streaming video or other electronic viewings are not to be deemed suitable and witness statements based on such will not be accepted unless a copy of said item is provided along with the statement.
- b) Once a formal complaint has been received by the Executive Director it will be passed on to the Board member responsible for the Discipline Committee. The Board member will determine the validity of the complaint within 3 full and complete days. If the incident contravenes the Code of Conduct, then section 16.3 will be applied. If the complaint is not deemed valid or does not contravene the Code of Conduct, then the complaint will be dismissed. Notice will be given as under section 16.9.
- c) At the Board's discretion, Squash BC may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, Squash BC will identify an individual to represent the Association.
- d) Within 3 full and complete days pursuant to a decision made in 16.8 b or 16.8. c where the complaint is deemed valid and the Code of Conduct has been contravened, the Executive Director shall provide to the Subject of the Complaint, and in the case of a minor, the Legal Guardian:
 - i) A copy of the report or complaint;
 - ii) Copies of any witness statements provided at the time of the complaint;
 - iii) Copy of the Code of Conduct so that the Subject of the Complaint can review the Code and its contents;
- e) The Executive Director will request a letter of explanation from the Subject of Complaint. This letter should, where applicable, be accompanied by witness statements. The Subject of Complaint will have 7 days to respond. Note: it is not the responsibility of the Discipline Committee to find witnesses.
- f) If at any time through the complaint process, the Subject of Complaint fails to respond to any notice or meet a stated deadline in matters relating to the Complaint, the Subject of the Complaint shall be deemed to have chosen determination in conformity with Section 16.11.
- g) The Board member will strike a Discipline Committee and appoint a Discipline Committee Chair. The Executive Director shall forward all materials received pursuant to sections 16.8.1, 16.8.3 and 16.8.4 to the Discipline Committee Chair.
- h) The Discipline Committee, having reviewed all the materials supplied from section 16.8.7 may request further information from the Complainant, Subject of the Complaint and/or any witnesses to the incident.
- i) If the Discipline Committee feels/discovers that during their current investigation a member/participant of Squash BC, associated with the current investigation, has acted in a manner that contravenes the Code of Conduct a subsequent investigation of that member/participant will occur once the current investigation has concluded. Section 16.8.1 does not apply in this situation.
- j) The Discipline Committee once section 16.8.6 and 16.8.7 are completed will have 3 full and complete days to decide one of the following:

Decide that no further disciplinary action needs to be taken;

- Send a letter of reprimand to the Subject of Complaint outlining that the letter is on their file and that a subsequent violation of the Code of Conduct may result in one or more of the outlined penalties in Section 10 of this document.

Decide that a sanction is warranted and to notify the Subject (section 16.12) that the Subject has a choice of a Hearing before the Discipline Committee, (section 16.10) or may choose to proceed Without Hearing (section 16.11).

16.9 NOTICE

- a) The Subject of Complaint and in the case of a minor the Legal Guardian shall be notified of the decision of the Discipline Committee under Section 16.8.9 herein within 3 full and complete days thereafter.
- b) The Complainant shall be notified that the "Discipline committee has dealt with the matter".
Note: due to privacy concerns, no details will be given.
- c) Pursuant to section c16.12.1, the Subject of the Complaint shall be notified of the location, time and date of the hearing within 7 full and complete days. The Subject of Complaint can dispense with a Hearing as under section 16.11.
- d) The subject must respond to the Discipline Committee within 3 full and complete days to confirm or waive the Hearing location, date and time. Should the complainant not respond to the committee within the allotted time section 16.11.1 will come into effect.
- e) The Subject of Complaint may apply to the Discipline Committee for an alternate date and/or time if the original date is unacceptable. Application must be made no later than 3 full and complete days prior to the date set for the Hearing.

16.10 DISCIPLINE HEARING

- a) The circumstances and procedures for the Hearing will be at the discretion of the Discipline Committee and may be held using teleconferencing or internet conferencing program, e.g. Skype. Fairness, absence of bias, and respect for each party's right to be heard shall be the goal of the hearing process.

16.11 WITHOUT HEARING

- a) The Subject of Complaint may notify the Discipline Committee that he/she does not wish to have a Hearing and may submit any argument in writing or rely on the statement(s) provided under section 16.8.5 for the consideration by the Discipline Committee in its investigation of the complaint. The Discipline Committee may then consider all evidence before it and render a decision without a Hearing.
- b) Any decision of the Discipline Committee made pursuant to section 16.11.1 shall be final and binding and no appeal is available to a Subject of Complaint.

16.12 PENALTIES

- a) The Discipline Committee has full discretion to assess any of the following penalties in the case of a Subject of Complaint if it is a first substantiated complaint or report:
 - i) A letter of reprimand to the Subject of Complaint that he or she has been cited under the Code of Conduct and that a further violation may result in disciplinary action;
 - ii) Withdraw portions of or all Squash B.C. funding;

- iii) Levy a financial sanction for restorative purposes, the amount to be determined by the Committee. The amount of the sanction is to be paid to Squash B.C. before the Subject of Complaint may participate in a Squash B.C. sanctioned event.
- iv) Prohibit the Subject of Complaint from representing Squash B.C.;
- v) Require the Subject of Complaint to complete an approved community service program (i.e. officiating course or similar) ;
- vi) Suspend the Subject of Complaint's membership for up to two years. It is under the committee's prerogative to reduce the length of the suspension through a community service program or similar program.
- vii) Sign the Squash B.C 'Fair Play Agreement' and abide by the agreement.
- b) The Discipline Committee has full discretion to suspend a Subject of Complaint's membership for any period up to five years on a second complaint or report after the first complaint or report where a penalty was imposed.
- c) The Discipline Committee has full discretion to suspend a Subject of Complaint's membership for any period up to life on a third or subsequent substantiated complaint or report after the second complaint or report where a penalty was imposed.

16.13 DECISION

- a) The Discipline Committee shall inform Squash BC's Executive Director and, if applicable, the Designated Individual of its decision at the date of the decision or within 14 days after the Hearing.
- b) The Executive Director shall provide brief written reasons of its decision if requested by the Subject of Complaint within 14 days of the date of the decision or close of Hearing.
- c) Squash B.C. may notify any clubs, members, associations or publications of the suspension of a Subject of Complaint after the period for appeal, if applicable, has expired.

17 APPEALS POLICY

17.1 DEFINITIONS

For the purposes of this section on Appeals:

- a) "Appellant" means a party appealing a decision.
- b) "Respondent" means a party whose decision is being appealed.
- c) "Appeals Officer" means the Appeals Officer designated from time to time by the Executive of Squash BC
- d) "Appeals Panel" means the one or three person panel established, by the Appeals Officer, to hear an appeal under this Policy.
- e) "Chair" means the Chair of the Appeals Panel.
- f) "Person" includes an individual, corporation, and the squash association of a province or territory of B.C.
- g) "Policy" means the Squash BC Appeals Policy.

17.2 GENERAL

- a) This Policy shall be governed and construed in accordance with the laws of the Province of British Columbia.

- b) No action or legal proceeding shall be commenced against Squash BC in respect of a dispute, unless Squash BC has refused or failed to abide by the provisions for appeal or arbitration of the dispute, as set out in this Policy.
- c) Squash B.C. shall recognize the enforcement of any sanction, suspension, discipline, ban or ruling concerning any person sanctioned by Squash Canada or the governing body for squash in any other province or territory.
- d) When the Appeals Officer is not available to perform any of the functions contemplated in this Policy, another person designated by the Executive of Squash BC shall perform such functions.

17.3 WHO CAN APPEAL

- a) Any Person who is affected by a decision of Squash BC can appeal that decision.
- b) A decision of Squash BC means a decision made by Squash BC's Board of Directors, a Committee of Squash BC or any individual or body making a decision on behalf of Squash BC.
- c) The Policy applies to matters such as code of conduct, harassment, bullying, team selection, carding and funding. This Policy does not apply to matters such as employment and matters relating to the Rules of Squash, and such matters cannot be appealed.

17.4 TIMING FOR MAKING AN APPEAL

- a) The Appellant must submit a notice of intention to appeal to the Appeals Officer within 10 days from the date of receipt of the decision being appealed.
- b) The notice of intention to appeal shall contain all pertinent details and arguments indicating that there are sufficient grounds to consider an appeal. The appeal will be accompanied by a \$250 appeal bond which will be returned if the appeal is upheld. The appeal must include:
 - i) the decision which is the subject matter of the appeal;
 - ii) the grounds or reasons for the appeal must be based on the following:
 - The Decision maker failed to follow the procedures set out in the Code of Conduct of Squash B.C;
 - The decision-maker failed to follow the procedures set out in the relevant bylaws or policies of Squash BC
 - There is a reasonable apprehension that the Decision maker is biased;
 - The Decision maker made a decision for which there is little or no supporting evidence;
 - The decision-maker did not have the authority or jurisdiction to make the decision.
 - iii) the decision or remedy which the Subject of Complaint requests the Appeal Committee to make.
- c) The notice of intention to appeal should be sent by e-mail or fax to the Executive Director of Squash BC:
- d) Within 7 days of receiving the notice of intention to appeal, Squash BC shall provide all relevant documents to the Appellant.
 - i) Squash BC shall provide the Appellant with a list of people who may be able and willing to provide initial feedback to the Appellant. This list will consist of people who may be able to offer initial guidance or feedback as a result of their familiarity with the appeal process. The person providing assistance will be a volunteer and may assist with the process and offer initial feedback respecting the perceived strength of the appeal. The

- Appellant will be allowed to make use of the services of only one such volunteer assistant and will waive any right to pursue any remedy against that volunteer.
- ii) The purpose of such a volunteer is strictly to assist with the process and provide initial feedback to an Appellant, not to represent the Appellant. The Appellant is not required to make use of this volunteer system, rather the volunteers are being made available to assist an Appellant that believes he/she could benefit from a better understanding of the process or grounds for appeal. An Appellant wanting legal advice or other more substantive assistance may obtain legal or other representation from a party other than the volunteer at any time.
 - iii) An Appellant wanting to make use of the services of a volunteer assistant must first sign a waiver whereby the Appellant waives any right to pursue any remedy against that volunteer. Squash BC will facilitate this process by providing the Appellant with the waiver form. The Appellant must complete the Waiver form and return it to Squash BC before contacting a volunteer assistant.
 - iv) Any volunteer assisting an Appellant will be precluded from any further involvement with that appeal, such as acting as an Appeals Panel member.
- e) Within 7 days of receiving the relevant documents from Squash BC, the Appellant shall advise the Appeals Officer of any changes to its grounds for appeal and provide a formal written appeal accompanied by all relevant supporting documents on which the Appellant intends to rely.
 - f) If an Appellant at any time decides not to proceed with the appeal, the Appellant must promptly notify the Appeals Officer of that decision.
 - g) A Subject of Complaint, who has by way of Hearing, been suspended may continue to participate until the appeal period has expired or the appeal process has concluded.
 - h) The appeals process is within the discretion of Squash BC. Squash BC will endeavour to arrange for a hearing in a location and time frame, which will minimize the inconvenience and cost to all participants.
 - i) If the appellant is successful, the bond required under section 17.4 b will be returned and the costs will be incurred by Squash B.C.
 - j) If the appellant is unsuccessful, the bond shall not be returned. If the costs are greater than the amount of the appeal bond, the appellant will be responsible for the full cost of the appeal.

17.5 SCREENING OF APPEAL

- a) Within 3 days of receiving an Appellant's formal written appeal, the Appeals Officer shall decide whether or not to allow the appeal to proceed. The Appeals Officer shall allow an appeal to proceed unless the Appeals Officer determines in his/her sole discretion that the appeal is not based on one of the listed grounds for appeal.
- b) The Appeals Officer shall consider whether mediation is appropriate and, if so, shall recommend mediation to the parties.
 - i) The dispute will then proceed to mediation only if all parties to the dispute agree. Otherwise, the dispute will be handled by the Appeals Panel as outlined in this Policy. Mediation is a process whereby the parties to the dispute meet with an independent mediator. The mediator may meet with the parties to the dispute separately, together or a combination of separately and together as the mediator determines is appropriate. The mediator will attempt to have the parties come to an agreed upon resolution of the dispute. If mediation is successful, the mediator shall promptly draft an agreement (the

“Mediation Agreement”) reflecting the agreement of the parties and the parties shall then promptly sign that Mediation Agreement. Once a Mediation Agreement is signed by all parties, the dispute will be considered resolved and the appeal process shall be unnecessary.

- ii) If mediation does not produce an agreement among the parties to the dispute, the matter shall then proceed to appeal in accordance with this Policy.
- c) If an appeal is allowed to proceed, all affected parties shall receive notice and be invited to participate in the process.
- d) The minutes of the Hearing and all other related material shall be made available to the Appeals Panel and the Appeals Panel Chair may request any additional documentation from either the Provincial/Territorial Association, the Subject of Complaint, the Complainant or witnesses to the event.

17.6 ESTABLISHING AN APPEALS PANEL

- a) The Appeals Panel shall consist of 3 individuals (unless the parties agree to a one-person Appeals Panel) who shall have had no involvement with the decision being appealed and shall be free from both actual and perceived bias or conflict. The Appeals Panel will be appointed by the Appeals Officer.
- b) If the Appellant is appealing in his/her capacity as an athlete, at least one of the Appeals Panel members shall be from among the Appellant’s peers (i.e. an athlete). The Appellant shall be given the opportunity to recommend the peer member on the Appeals Panel, provided that the peer member is free from both actual and perceived bias or conflict. If the Appellant does not recommend a peer Appeals Panel member within 3 days of providing his/her formal written appeal or if the Appeals Officer determines in his/her sole discretion that the recommended peer is not free from actual and perceived bias and conflict, the Appeals Officer shall decide on and appoint the peer Appeals Panel member.

17.7 APPEAL PROCEDURE

- a) The Appeals Panel has the right to determine its own procedure, providing for a just, speedy and cost-effective resolution to the Appeal.
- b) The following are guidelines for the Appeals Panel in determining its own procedure: The procedure before the Appeals Panel comprises written submissions and, if the Appeals Panel deems it appropriate, an oral hearing. Upon receipt of the initial documentation (to be provided to the Appeals Panel by Squash BC), the Chair, if appropriate, shall issue directions in connection with the written submissions
- c) As a general rule, there shall be one written appeal by the Appellant, one response by the Respondent and any affected party and, if the circumstances so require, one reply by any party. After the appeal and responses are filed, the Appellant may not raise a new ground of appeal without the consent of the other parties unless the Appeals Panel otherwise directs.
- d) Together with their written submissions, the parties shall produce all written evidence on which they intend to rely. After the exchange of the written submissions, the parties shall not be entitled to produce further written evidence, except by mutual agreement or if the Appeals Panel so permits on the basis of exceptional circumstances.
- e) In their written submissions, the parties shall specify any witnesses and experts they intend to call and state any other evidentiary measure which they request. The Appeals Panel may request written submissions from these witnesses and experts. Any party to the appeal (including an affected party) may request an oral hearing. The request for an oral hearing shall be considered

by the Appeals Panel, and the Appeals Panel shall determine in its discretion whether or not to have an oral hearing.

- f) All written submissions and other documents shall be delivered to opposing parties, affected parties and Appeals Panel members under the direction of the Chairperson (likely through Squash BC's offices and employees).

17.8 HEARING

The following are guidelines for the Appeals Panel in determining its own procedure:

- a) Once the exchange of written pleadings is closed, and if there is to be an oral hearing, the Chair shall issue directions with respect to the hearing and set the hearing date. There shall be one hearing during which the Appeals Panel hears the parties, witnesses and experts as well as the parties' final oral arguments, for which the Appellant has the final reply.
- b) The Chair shall chair the hearing and ensure that statements made are concise and limited to the subject of the written presentations, to the extent that the written presentations are relevant.
- c) Once the hearing is closed, the parties shall not produce further written pleadings, unless the Appeals Panel so orders.

17.9 APPEALS PANEL DECISION

Within 7 days of concluding the appeal, the Appeals Panel shall issue its written decision, with reasons. In making its decision, the Appeals Panel shall have no greater authority than that of the original decision-maker. The Appeal Panel may decide to:

- a) Set aside or confirm the decision being appealed;
- b) Vary the decision where it is found that an error occurred and the error cannot be corrected by the original decision-maker for reasons which may include, but are not limited to, lack of clear procedure, lack of time or lack of neutrality;
- c) Refer the matter back to the initial decision-maker for a new decision; and
- d) Determine how costs of the appeal shall be allocated, if at all.

A copy of the decision shall be provided to each of the parties and the Appeals Officer.

Any appeal decision made by the Appeals Panel with regard to the Subject of Complaint shall be recognized and enforced by Squash B.C. and by Squash Canada.

18 HARASSMENT AND BULLYING POLICY

It is the policy of Squash BC that harassment and bullying in all its forms will not be tolerated during the course of any Squash BC activity or program. Accordingly, all Squash BC personnel (staff, volunteers, team or officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviour, responding promptly and informally to minor incidents of harassment or bullying and following Squash BC's Complaint policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying.

18.1 DEFINITION OF BULLYING

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets.

(most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying.) The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue – e.g. extortion, physical assault etc.. Bullying can be broken down into four types; physical (hit or kick victims; take/damage personal property), verbal (name calling; insults; constant teasing), relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person), and cyber bullying.

The following is a non-exhaustive list of tactics used by bullies to control their targets:

- a) unwarranted yelling and screaming directed at the target
- b) continually criticizing the target's abilities
- c) blaming the target of the bullying for mistakes
- d) making unreasonable demands related to performance
- e) repeated insults or put downs of the target
- f) repeated threats to remove or restrict opportunities or privileges
- g) denying or discounting the targets accomplishments
- h) Threats of and actual physical violence

18.2 RESPONSE AND REMEDIES

It is the position of Squash BC that harassment and bullying cannot and should not be tolerated in any environment. Both harassment and bullying are unacceptable and harmful. Squash BC recognizes the serious negative impact of all types of harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

At the same time, Squash BC recognizes that not all incidents of harassment and bullying are equally serious in their consequences. Both harassment and bullying cover a wide spectrum of behaviours, and the response to both must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment.

18.3 HARASSMENT POLICY

There will be no tolerance of harassment in Squash B.C.

Squash B.C. is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices.

Squash B.C. is committed to the education of all its members in the area of harassment.

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, officials and members of Squash B.C. Squash B.C. encourages the prompt reporting of all incidents of harassment, regardless of who the offender may be.

For the purposes of this policy, sport and/or workplace harassment can occur in the following places:

- a) at sporting events, competitions and in training sessions;
- b) at the office;
- c) at office-related social functions;
- d) at the organization's business functions, such as meetings, conferences, training sessions and workshops;
- e) during work-related travel;
- f) over the telephone; or

- g) Elsewhere if the person harassed is there as a result of work-related responsibilities or a work-related relationship.

Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the B.C. Council of Human Rights, even when steps are being taken under this policy.

An investigation under this policy shall follow the process of natural justice, as described in this policy.

A Prevention

Squash B.C. is committed to the elimination of harassment.

18.4 DEFINITIONS

Appeals Board: A multi-disciplinary committee consisting of members of the sport and recreation community. The committee shall consist of at least one woman and one man, each of whom have no personal or professional involvement with either the Complainant or Respondent, and no prior involvement in the matter under appeal.

Complainant: An employee, athlete, coach, official, or other participant of Squash B.C. activities, who thinks he or she has been harassed.

Harassment: Behaviour including comments, conduct or gestures which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual or group of individuals or which creates an uncomfortable environment, or which might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group, including, but not limited to:

- a) written or verbal abuse or threats;
- b) physical assault;
- c) unwelcome remarks, jokes, innuendoes, or taunting about a person's body, sexual orientation, attire, age, marital status, ethnic or racial origin, religion, etc.;
- d) displaying of sexually explicit, racist or other offensive or derogatory material, sexual, racial, ethnic or religious graffiti;
- e) practical jokes which cause awkwardness or embarrassment, endangering a person's safety or negatively affecting performance;
- f) hazing or initiation rites;
- g) leering or other suggestive or obscene gestures;
- h) intimidation;
- i) condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- j) conduct, comments, gestures or contact of a sexual nature that is likely to cause offense or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on employment or any opportunity for selection, training or advancement;
- k) false accusations of harassment motivated by malice or mischief, and meant to cause other harm, is considered harassment;
- l) sexual harassment, as further described in section 16.3 f.

Harassment Advisor: A designate of Squash B.C. who is conversant with the issue of harassment. The role of the Harassment Advisor is to serve in a neutral, unbiased capacity, to provide information about the resources and support available, and to receive simple complaints, assist in informal resolution of complaints, and to make recommendations as to further action. The Harassment Advisor

will handle complaints which may be resolved through informal procedures, and refer all other complaints to the Harassment Officer.

Harassment Officer: An individual identified by Squash B.C. as possessing the training and appropriate background to investigate complaints.

Investigation Report: The product of an investigation completed by the Harassment Officer, including, but not limited to, a summary of details, determination of harassment, and recommended disciplinary action if harassment is found.

Respondent: The perpetrator of the action(s) which the Complainant thinks constitutes harassment.

Responsible Adult: Where the Complainant or the Respondent is a minor, a parent, guardian, or other adult of the minor's choice, who may speak on behalf of the minor Complainant or minor Respondent, as referred to in paragraphs 11.1 and 11.2

DISCIPLINARY COMMITTEE: A committee of persons as defined in the Squash B.C. Bylaws and Constitution. The DISCIPLINARY COMMITTEE decides whether harassment occurred or rejects the recommendation(s) of the Harassment Officer.

Sexual Harassment: One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal conduct of a sexual nature;

- a) when such conduct might reasonably be expected to cause embarrassment, insecurity, discomfort, offense, or humiliation to another person or group;
- b) when submission to such conduct is made either implicitly or explicitly a condition of employment;
- c) when submission to or rejection of such conduct is used as a basis for any employment decision, including, but not limited to, matters of promotion, raise in salary, job security, or benefits affecting the employee;
- d) when such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

18.5 RESPONSIBILITY

The Squash B.C. Board is responsible for the implementation of this policy.

The Squash B.C. Board will identify and designate Harassment Advisors and Harassment Officers.

The Squash B.C. Board will act quickly on any complaint of harassment with the goal of resolving the situation fairly and of preventing future occurrences, including determining and enforcing appropriate discipline, if required.

18.6 CONFIDENTIALITY

In all reported instances, a prompt, thorough, fair investigation will take place giving careful consideration to protect the rights and dignity of all people involved.

18.7 COMPLAINT PROCEDURE

- a) A person who thinks he or she has been subjected to conduct which constitutes harassment under this policy (the "Complainant") is encouraged to make it known to the person responsible for the conduct (the "Respondent") that the behavior is unwelcome, offensive, and contrary to this policy.
- b) If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should seek the advice of the Harassment Advisor.

- c) Upon receiving the complaint, the Harassment Advisor shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.
- d) At the first meeting between the Harassment Advisor and the Complainant, the Harassment Advisor shall inform the Complainant of:
 - i) the options of pursuing an informal resolution of the complaint;
 - ii) the right to make a formal written complaint under this policy when an informal resolution is inappropriate or not feasible;
 - iii) the availability of counseling and other resources;
 - iv) the confidentiality provisions of this policy;
 - v) the right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - vi) other avenues of recourse, including the right to file a complaint with the B.C. Council of Human Rights or, where appropriate, to contact the police where the conduct may be an offense pursuant to the Criminal Code.
- e) Following the initial meeting between the Complainant and the Harassment Advisor, any of the following steps may be taken
 - i) If the Complainant and the Harassment Advisor agree that the conduct does not constitute harassment, the Harassment Advisor will take no further action and will make no written record of the complaint.
 - ii) If the Complainant wished to proceed with a complaint investigation, the matter will be referred to a Harassment Officer for investigation.
 - iii) If the Harassment Advisor believes that the alleged harassment constitutes prima facie evidence of harassment but the Complainant does not wish to proceed with a complaint investigation, the following steps may be taken:
 - iv) If the Complainant wishes to pursue an informal resolution of the complaint, the Harassment Advisor will meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated;
- f) If the Complainant does not wish to pursue an informal resolution of the complaint, the Harassment Advisor may, nevertheless, take either of the following steps:
 - i) The Harassment Advisor may meet with the Respondent with a view to obtaining an apology and an assurance that the offensive conduct will not be repeated. In the case of a meeting pursuant to this clause, the Harassment Advisor will make every reasonable effort to protect the identity of the Complainant. If the Harassment Advisor is satisfied that the complaint has been resolved through this informal process, the Harassment Advisor will take no further action on the complaint. If the Harassment Advisor is not satisfied that the complaint has been resolved through this informal process, then the Harassment Advisor may refer the matter to a Harassment Officer for investigation.
 - ii) The Harassment Advisor may refer the matter to a Harassment Officer for investigation.

18.8 INVESTIGATION BY THE HARASSMENT OFFICER

When a Harassment Officer receives a complaint from the Harassment Advisor, the Harassment Officer will:

- a) review and clarify the Complainant's written complaint;

- b) give a written copy of the complaint to the Respondent and the Complainant.
- c) Where the Harassment Officer gives a copy of the written complaint to the Respondent, the Harassment Officer will include with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.

The Respondent will provide a written response to the Harassment Officer within ten (10) days of receiving the written complaint. If there are special circumstances, the Harassment Officer may extend the time for response.

The Harassment Officer will receive and clarify the response from the Respondent.

Within ninety (90) days of receiving the initial written complaint, the Harassment Officer shall conduct an investigation and prepare a written Investigation Report. (Harassment Officer may extend time due to circumstances.)

All investigations stemming from this complaint shall follow the principle of natural justice, which states that:

- d) everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
- e) the issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
- f) the accused has a right to have a representative present his or her case;
- g) relevant information must be available to all parties;
- h) the accused has the right to call and cross-examine witnesses;
- i) the accused has the right to a written decision following the judgment;
- j) the accused has the right to appeal a decision (if there are grounds);
- k) the decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.

l) The Investigative Report

The Investigation Report from the Harassment Officer should contain:

- i) a summary of the relevant facts;
- ii) a determination as to whether the acts in question constitute harassment as defined; in this policy
- iii) if the act(s) constitute harassment, a recommended disciplinary action against the Respondent.
- m) When recommending disciplinary action to be taken, the Harassment Officer shall consider factors such as:
 - i) the nature of the harassment;
 - ii) whether the harassment involved any physical contact;
 - iii) whether the harassment was an isolated incident or part of an ongoing pattern;
 - iv) the nature of the relationship between the Complainant and the Respondent;
 - v) the relative age of the Complainant and/or Respondent;
 - vi) whether the Respondent had been involved in previous harassment incidents;
 - vii) whether the Respondent retaliated against the Complainant.
- n) On completion of the report, the Harassment Officer shall forward a copy of the Investigation Report to the Complainant, the Respondent, and the DISCIPLINARY COMMITTEE.

18.9 DISCIPLINARY COMMITTEE

The Disciplinary Committee shall receive the Investigation Report as prepared by the Harassment Officer.

After considering the Investigation Report, the DISCIPLINARY COMMITTEE shall:

- a) make a determination as to whether the Respondent has engaged in conduct constituting harassment; and
- b) if the DISCIPLINARY COMMITTEE determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.

When imposing disciplinary action against the Respondent pursuant to subparagraph 18.10 b , the DISCIPLINARY COMMITTEE may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:

- a) a verbal apology;
- b) a written apology;
- c) a letter of reprimand from the sport organization;
- d) a fine or levy;
- e) referral to counseling;
- f) sensitivity training in harassment issues;
- g) removal of certain privileges of membership or employment;
- h) demotion or pay cut;
- i) temporary suspension with or without pay;
- j) termination of employment or contract;
- k) expulsion from membership.

The DISCIPLINARY COMMITTEE shall, not more than ten (10) days after it makes its decision, send a notice to the Complainant and the Respondent.

18.10 APPEALS COMMITTEE

A Complainant or Respondent who is dissatisfied with the decision of the DISCIPLINARY COMMITTEE of Squash B.C. may, not more than thirty (30) days after the date he or she receives notice of the Standing Discipline Committee's decision, serve the Chair of the Appeals Committee with a Notice of Appeal and Request for Hearing.

The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.

Upon receipt of a Notice of Appeal and Request for Hearing, the Chair of the Appeals Committee shall send a copy of the Notice of Appeal and Request for Hearing together with a Hearing Notice by registered mail to the last known addresses of the Complainant and Respondent.

The Hearing Notice shall be sent at least thirty (30) days in advance of the scheduled hearing and shall:

- a) specify the date, time, and location of the hearing;
- b) advise the parties that they should bring with them to the hearing all relevant witnesses and other evidence they wish to be considered by the Appeals Committee; and
- c) advise the parties that they have the right to be represented at the hearing.
- d) Within ten (10) days after completing a hearing, the Appeals Committee shall send a notice of its decision, by registered mail, to the last known addresses of the Complainant and Respondent.

18.11 MINORS

If the Complainant is a minor, the complaint may be brought forward by a "Responsible Adult". The Responsible Adult will have the right to act on behalf of the Complainant throughout the complaint process, including:

- a) making a complaint;
- b) receiving all notices on behalf of the Complainant;
- c) being present at all dealings with the Complainant.

If the Respondent is a minor, the following shall apply:

- a) If the Harassment Advisor is attempting an informal resolution of a complaint, the Harassment Advisor may speak to the Respondent directly concerning the complaint PROVIDED THAT prior to speaking to the Respondent the Harassment Advisor shall inform the Respondent that he/she may have a Responsible Adult present during the meeting.

If the complaint is referred to a Harassment Officer for investigation:

- a) a copy of the written complaint shall be forwarded to a parent or guardian of the Respondent if such person is known;
- b) the Respondent shall be advised that he/she has the right to be represented by a Responsible Adult;
- c) the Respondent's designated Responsible Adult will have the right to act on behalf of the Respondent throughout the investigation process, including:
 - responding to a written complaint;
 - receiving all notices on behalf of the Respondent; and
 - being present at all dealings with the Respondent.

18.12 RETALIATION

All players, coaches, parents, volunteers and Board members have a right to be free of retaliation or threat of retaliation as a result of being involved in a complaint of harassment. Retaliation will be deemed to be harassment and dealt with in accordance with this policy.

19 CONFLICT OF INTEREST POLICY

PREAMBLE

The Squash B.C. Conflict of Interest Guidelines will apply to the following (hereinafter referred to as the "Participant" or "Participants"):

- a) Professional Staff
- b) Support Staff
- c) Members of the Board of Directors
- d) Members of all Standing Committees and respective sub-committees, and any other Ad Hoc Committees struck from time to time
- e) Contract personnel, including Provincial Coaches and Assistant Provincial Coaches
- f) Provincial Team Athletes
- g) Managers appointed by Board of Directors
- h) Any other individual appointed by Board of Directors to represent Squash B.C.

19.1 EXPECTATION

All of the Participants are expected to act in a manner which will enhance Squash B.C.'s reputation for ethical conduct in all of its dealings.

19.2 POLICY

A conflict of interest will be deemed to exist:

- a) When Participants place themselves or have the appearance of placing themselves in a position where they are under any obligation to any person or organization which might benefit from improper consideration or favour;
- b) When Participants seek or have the appearance of seeking, gaining, receiving or benefiting financially from preferential treatment in the discharge of their duties and responsibilities to Squash B.C. Such situations include, but are not limited to, the following:
 - i) Participating as a director or officer of a firm which is a supplier of materials or services to Squash B.C.;
 - ii) Entering into an agreement or contract for the sale or manufacturing of squash supplies and/or services with any agency which could be construed as an endorsement of or promotion by Squash B.C.;
 - iii) Having personal financial dealings with an individual or corporation whose business with Squash B.C. involves the Participant's sphere of responsibility;
 - iv) Making an investment in any situation in anticipation of Squash B.C.'s taking a material interest therein or which results from knowledge of facts not generally available to the public or in anticipation of actions which may be taken by Squash B.C. in such a situation;
 - v) If unreasonable gifts or favours are exchanged between a Participant and any individual or corporation whose relationship with Squash B.C. involves the Participant's sphere of responsibility;
 - vi) If Participants find themselves in a position of having to determine the allocation of funds to specific project with which they could have the appearance of deriving benefit;
 - vii) If Participants find themselves in a position of evaluating and, subsequently, voting upon a sponsorship proposal from a company or corporation for whom the Participant's work or from whom those Participants receive benefits (sponsorship).

NOTE: This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment.

- a) Cash payments in any amount must not be accepted or given as a gift or favour under any circumstances.
- b) This policy is not intended to prohibit the payment of honoraria by Squash B.C. to Participants who are entitled, by virtue of services performed or rendered, to receive such honoraria.
- c) When Participants place themselves or have the appearance of placing themselves in the position of:
 - i) Participating in the selection of any Provincial team if the individual or a member of the individual's family, whether or not the Participants in question share the same domicile, is a potential candidate for selection.

- ii) Participating in decision-making at the municipal/club level which influences or could be seen as influencing decisions at the Provincial level and vice versa. Examples could include Provincial Team Coach or Manager or Provincial Committee member. This does not include Provincial duties that are required by virtue of participating in a municipal/club capacity;

19.3 DISCLOSURE

- a) Prior to the appointment, election, recognition or employment of any Participant, said Participant shall be provided with the Conflict of Interest Guidelines and will be expected to declare that they have no business, commercial, financial, professional, property or similar interest(s) which in their opinion might be construed as being in actual, perceived or potential conflict with the duties and responsibilities of the position offered.
- b) If, prior to appointment, election, recognition or employment, any Participant discloses interest(s) which may be or have the appearance of being in conflict with the interests of Squash B.C., the Participant agrees that an undertaking on their/its part will be required to correct, if found in actual, perceived or potential conflict with the duties and responsibilities of the position offered.
- c) Should conflict of interest, or perceived conflict of interest occur once a Participant has been elected, appointed or hired to office, this conflict must be disclosed immediately. All conflict of interest disclosures are to be recorded by the President.
- d) Participants who have declared a conflict of interest, or who may have the appearance of being in conflict must remove themselves from the discussion and decision-making process affected by that conflict.

19.4 ADMINISTRATIVE PROCEDURES

If Participants are faced with a situation involving an existing, having the appearance of, or potential, conflict of interest, or are in doubt about the application of these policies, the circumstances shall be reported immediately to:

A	B
President	Reports to Board of Directors
Board of Directors	Reports to President
Committee Chairs	Reports to President
Committee Members	Reports to appropriate Committee Chair
Professional staff	Reports to President
Contract personnel	Reports to Executive Director

In the case of reported situations of conflict of interest:

The appropriate individual in (B) above will advise the participant in (A) above in writing if a conflict of interest exists and if the situation must be resolved by the Board of Directors.

In all cases of conflict of interest or having the appearance of conflict of interest, the Board of Directors must be advised of the resolution or disposition of both.

Where a Squash B.C. Participant has failed to disclose a conflict of interest, and where the appropriate person(s) in (B) above have determined that a conflict of interest exists, he/she in (B) will take the following actions:

- i) Request that the Participant's actions be justified in writing;

- ii) Discuss the circumstances at the next Board Meeting (or if circumstances necessitate an immediate decision, convene a Board Meeting by conference call); and
- iii) Based on the decision by the Board, the Participant will be requested to cease those actions which have brought about a conflict, or perceived conflict of interest, by the President, informing them of the Board's decision and requesting that all conflict of interest actions cease.
- iv) Should the Participant continue those actions or activities which have been deemed to be, or appear to be in conflict of the interests of Squash B.C., the Participant will be removed from their position(s), and all benefits will be withdrawn.

19.5 APPEAL PROCESS

Any Participant who has been advised to cease activity deemed to be in conflict of interest must use the Squash BC appeals process as outlined in the Appeals Policy.

20 FAIR PLAY POLICY

20.1 DEFINITION

Integrity, fairness and respect are the principles of fair play.

20.2 PRINCIPLES OF FAIR PLAY

- a) Respect the rules.
- b) Respect the officials and their decisions.
- c) Respect your opponent.
- d) Give everyone an equal chance to participate.
- e) Maintain your self-control at all times.

20.3 POLICY

By making sure that the rules, coaches, officials and opponents are respected at all times Squash B.C. gives all participants an equal chance to develop and test their skills.

20.4 PROCEDURE

- a) Athletes are encouraged to follow the principles of Fair Play.
- b) Coaches are instructed to teach the principles of Fair Play.
- c) Officials are asked to ensure the principles of Fair Play are followed.
- d) Spectators are encouraged to allow the athlete, coach and official to follow the principles of fair play.

20.5 FAIR PLAY CODE FOR ORGANIZERS

- a) I will do my best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- b) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
- c) I will distribute the fair play code to spectators, coaches, athletes, officials, parents and media
- d) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectators.
- e) I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills, and I will encourage them to become certified.

- f) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- g) I will make sure that the age and maturity level of the children are considered in program development, rule enforcement and scheduling.

20.6 FAIR PLAY CODE FOR ATHLETES

- a) I will participate because I want to, not just because parents and coaches want me to.
- b) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- c) I will play by the rules, and in the spirit of the game.
- d) I will acknowledge all good plays and performances, those of my team and of my opponents.
- e) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- f) I will respect my opponents.
- g) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

20.7 FAIR PLAY CODE FOR PARENTS

- a) I will not force my child to participate in sports.
- b) I will remember that my child plays sport for his or her enjoyment, not for mine.
- c) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of a game.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) I will never ridicule or yell at my child for making a mistake or losing a competition.
- g) I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
- h) I will never question the officials' judgment or honesty in public.
- i) I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- j) I will respect and show appreciation for the coaches who give their time to provide sport activities for my child.

20.8 FAIR PLAY CODE FOR SPECTATORS

- a) I will remember that children play sport for their enjoyment. They are not playing to entertain me.
- b) I will respect the official's decisions and I will encourage participants to do the same.
- c) I will not have unrealistic expectations.
- d) I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
- e) I will show respect for my team's opponents, because without them there would be no game.
- f) I will condemn the use of violence in any form and will express any disapproval in an appropriate manner to coaches and league officials.
- g) I will never ridicule an athlete for make a mistake during a competition.
- h) I will give positive comments that motivate and encourage continued effort.
- i) I will not use bad language, nor will I harass athletes, coaches, officials or other spectators.

20.9 FAIR PLAY CODE FOR COACHES

- a) I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
- b) I will not ridicule or yell at athletes for making mistakes or for performing badly.
- c) I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- d) I will teach my athletes to play fairly and to respect the rules, officials and opponents.
- e) I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- f) I will ensure that all athletes get equal instruction, support and playing time.
- g) I will remember that children need a coach they can respect.
- h) I will be generous with praise and set a good example.
- i) I will obtain proper training and continue to upgrade my coaching skills.

20.10 FAIR PLAY CODE FOR OFFICIALS

- a) I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- b) I will avoid or put an end to any situation that threatens the safety of athletes.
- c) I will maintain a healthy atmosphere and environment for competition.
- d) I will not permit the intimidation of any athlete, either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, athletes or spectators.
- e) I will handle all conflicts firmly but with dignity.
- f) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
- g) I accept my role as a teacher and role model for fair play, especially with young participants.
- h) I will be open to discussion and contact with the athletes before and after the game.
- i) I will remain open to constructive criticism and show respect and consideration for different points of view.
- j) I will obtain proper training and continue to upgrade my officiating skills.

20.11 FAIR PLAY CONTRACT

http://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/sports/sportsafe_parent_contract.pdf

21 DRUG POLICY

21.1 DEFINITION

The Government of British Columbia is committed to eliminating doping in B.C., Canada and around the world. The Sport Medicine Council of B.C. has put in place an unannounced Doping Control Program whereby every athlete who is in direct or indirect receipt of provincial sport benefits is required to complete an Authorization and Consent Form to participate in the Anti-Doping Program and is subject to being randomly selected for testing.

21.2 POLICY

Squash B.C. prohibits the use of performance enhancing drugs by any member(s) of Squash B.C.

21.3 PROCEDURE

All individuals affiliated with Squash B.C. shall comply with provincial, national and/or international regulations on doping and shall submit themselves to random drug testing as required or requested.

Any individual affiliated with Squash B.C. who is found to have committed doping infractions is subject to severe sport eligibility and government funding penalties.

22 EQUITY AND ACCESS POLICY

22.1 DEFINITION

Equity is the principle and practice of fair and equitable allocation of resources and opportunities to all genders (male, female and other) and all cultural backgrounds.

22.2 POLICY

Squash B.C. supports the principle and practice of providing fair and equitable allocation of resources and opportunities for participation, leadership and promotion in the sport of squash without discrimination.

22.3 PROCEDURE

a) GENDER ISSUES

- i) All programs are open to all genders.
- ii) Squash B.C. is an equal opportunity employer and provides fair terms of employment, including pay equity for work of equal value
- iii) The Squash B.C. Board of Directors is structured to reflect equity and encourages gender representation on all policy and decision-making committees
- iv) Squash B.C. provides equal opportunities for the certification of all genders as coaches and officials
- v) Squash B.C. makes a conscientious effort to use gender-neutral language in all of its documents and publications and achieve a balance of male and female images in publications and promotional materials.

b) AGE ISSUES

- i) Junior programs provide opportunities to youth of various ages and age appropriateness.
- ii) Competitions are organized for all age groups - Juniors in age categories of under 13, 15, 17 and 19 are offered. In addition to open events, age categories are also offered at ages 40+, 45+, 50+, 55+ and 60+ in various events throughout the province.

c) CULTURAL ISSUES

- i) Junior programs provide opportunities to youth of various cultural backgrounds
- ii) Squash B.C. provides programming that encourages squash players of all cultural backgrounds to participate..

d) ABILITY DIFFERENCE

- i) At the recreational end, even programs involving instruction, league play, tournaments, etc. are structured for inclusion of all ability levels. Clinics are provided for novice, intermediate and advanced players. Leagues are for beginners through to the highest competitive players.

e) ACCESS

- i) Squash clubs and squash facilities are located in all eight zones of the province.

23 POLICE RECORD CHECKS POLICY

PREAMBLE

Screening of staff and volunteers is an important part of providing a safe environment.

This policy on Police Record Checks ('PRCs') is one of several policy tools that Squash BC uses to fulfill this legal responsibility to provide a safe environment and to protect its members from harm.

23.1 RELEVANT OFFENCES

For the purposes of this policy, 'relevant offences' are these offences for which pardons have not been granted: any criminal offence involving the use of a motor vehicle; child pornography offenses; any violations for trafficking under the Controlled Drug and Substances Act; any crime of violence including assault; any criminal offence involving a minor or minors; any criminal offense involving theft, fraud or embezzlement; or any sexual offence involving a minor or minors.

23.2 DESIGNATED CATEGORIES

For the purposes of this policy, 'designated categories' are those classes of persons who work closely with minor athletes and who occupy positions of trust and authority. Such designated categories may include but are not limited to individuals in paid staff positions, members of the Board of Directors, coaches of provincial programs, volunteers appointed to accompany provincial junior teams to events or competitions, and volunteers at major Squash BC-hosted events

23.3 POLICY

- a) Individuals in designated categories will be screened using PRCs.
- b) Failure to participate in the PRC process as outlined in this policy will result in ineligibility of the individual for the position.
- c) A PRC must be current. A PRC older than 4 years is no longer valid and a new PRC must be obtained.
- d) Squash BC will not knowingly place in a designated category, or allow to remain in a designated category, an individual who has a criminal conviction for a 'relevant offence', as defined in this policy.
- e) Should an individual in a designated category be charged with a relevant offence, as defined in this policy, that individual will be suspended from the position by Squash BC, pending the resolution of the charge.
- f) Should an individual in a designated category receive a conviction for a relevant offence, he or she may face immediate expulsion from Squash BC..

23.4 SCREENING FUNCTION

- a) The Executive Director will receive and store all PRC's.
- b) The role of the Board of Directors is to review and make decisions based on PRCs.
- c) In carrying out its duties, the Board or Directors may consult with independent experts.

23.5 PROCEDURE

- a) Each individual in a designated category will supply their own current PRC. The results of the PRC will be supplied directly to the Executive Director of Squash BC from the screening provider.

- b) PRC must be obtained from areas (provinces/states/counties and/or countries) that the individual has resided in during the past 10 years
- c) Should Squash BC require an individual in a designated category to obtain a PRC then Squash BC will reimburse said individual once the PRC has been received by Squash BC.
- d) The Executive Director will receive and review all PRCs to determine whether the individual's PRC reveals a relevant offence. If an individual's PRC does not reveal a relevant offence, the individual is eligible for the position.
- e) If an individual's PRC reveals a relevant offence, Squash BC will notify the individual and the Board of Directors will determine if the individual is eligible for the position.
- f) If the individual is found to be ineligible, the individual may request a hearing with the Board of Directors. The decision of the Board of Directors is final and binding

23.6 RECORDS

Written records obtained in the course of implementing this Policy will be maintained in a confidential manner conforming to the *British Columbia Personal Information and Privacy Act*, and will not be disclosed to others except as required by law, or for use in a legal or disciplinary proceeding.

23.7 RESPONSIBILITIES OF FULL MEMBER CLUB/FACILITIES

Squash BC member club/facilities are responsible for screening the PRCs of club coaches. Club/Facilities may request advice from Squash BC regarding questionable PRCs. It is recommended that all screening activities be completed prior to confirming employment or commencement of job duties of coaches.

24 PRIVACY AND PERSONAL INFORMATION POLICY

At Squash BC, we respect the privacy of our members and clients.

24.1 WHY WE COLLECT PERSONAL INFORMATION

If you are a Squash BC member or client, Squash BC has some basic information about you. We understand that some of this information is private, which is why we collect personal information only for the following purposes:

- a) To understand your needs and preferences. We maintain a record of the services you receive from us, and we may ask for additional information so that we can serve you better.
- b) To manage and develop our operations. For example, we analyze member usage of our services to help us manage them efficiently and plan for future growth.
- c) To meet legal and regulatory requirements.

24.2 WHEN DO WE DISCLOSE PERSONAL INFORMATION?

There are a variety of circumstances where we may need to disclose some personal information about our members or clients. Here are some examples:

We may disclose a member's personal information to a person who, in the reasonable judgment of Squash BC, is seeking the information as an agent of the member.

We may disclose a member's personal information to a public authority or agent of a public authority, if in the reasonable judgment of Squash BC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information. If a member calls 911, we will provide the member's name, address and telephone number to the emergency agency.

24.3 HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

In order to protect your personal information and your right to privacy, Squash BC:

- a) will not collect, use or disclose personal information for any purpose other than those identified above, except with your consent;
- b) will protect your personal information with appropriate security safeguards;
- c) will protect the confidentiality of your personal information when dealing with other organizations
- d) will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
- e) will honour any request you may make for access to your personal information.

24.4 WHAT ARE YOUR CHOICES?

- a) We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:
- b) You may have your name removed from our telephone, mail or e-mail lists. We use these lists to inform you of relevant services and other information that may be of benefit to you.
- c) You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you.

24.5 PRIVACY POLICY STATEMENT

- a) Squash BC will collect, use and disclose the personal information of members, staff members, volunteers and other individuals in a manner that protects such information, and will abide by the principles and requirements as specified in the Personal Information Protection Act (PIPA).
- b) "Personal information" is considered to be any information that may identify an individual.
- c) PIPA identifies certain exceptions to the general principles in the application of the Act.

24.6 APPLICATION

The principles and requirements set out in this policy apply to the collection, use and disclosure of personal information by Squash BC. Members of Squash BC, as separate legal entities, are required to enact their own privacy policies applicable to their specific organizations.

24.7 COMPLAINTS

If any member, staff member, volunteer or other individual believes he or she has a possible complaint regarding the collection, use or disclosure of his or her personal information by Squash BC, such complaint shall be in writing and submitted to the Privacy Officer.

All complaints received shall be investigated and the outcome documented. The Privacy Officer shall manage the investigation process, delegating where appropriate. To ensure all relevant information is obtained in order to make a determination concerning a complaint, the Privacy Officer shall have access to all relevant Squash BC records pertaining to the circumstances of the complaint.

If an investigation reveals any inaccurate personal information, or any practices not in keeping with legislated requirements or this Squash BC Privacy Policy, such instances shall be remedied by Squash BC as promptly as reasonably possible.

All complaints will be dealt with thoroughly, and the Privacy Officer or delegate will provide an appropriate decision and written response within reasonable time frames. Such response shall outline

the review process undertaken, changes (if any) to data handling practices or corrections to personal information made as a result of the complaint, as well as information for possible appeal of the Squash BC decision to the Information and Privacy Commissioner of BC.

24.8 PRIVACY OFFICER

The Privacy Officer of Squash BC shall be accountable for ensuring that the collection and use of personal information complies with the Privacy Policy of Squash BC as well as any appropriate legislated requirements. The Privacy Officer shall address any actual or potential breaches of this Privacy Policy, or any complaints received from individuals from whom personal information has been collected.

Squash BC Privacy Officer

Contact Executive Director, Squash BC
4867 Ontario St. Vancouver, BC V5V 3H4

If you have any questions or concerns about our privacy practices, please call at 604-737-3084.

24.9 SUMMARY OF PRINCIPLES

a) Principle 1 – Accountability

Squash BC is responsible for personal information under its control. To ensure Squash BC accountability and adherence to this policy, as well as timely response to questions of interpretation and possible complaints, the Executive Director of Squash BC will assume the responsibilities of Privacy Officer. Public information regarding Squash BC's privacy policy and practices shall include current contact information for the Privacy Officer.

b) Principle 2 – Identifying Purposes for Collection of Personal Information

Squash BC shall identify the purpose for which personal information is collected at or before the time the information is collected. Collection of personal information will be limited to what is necessary to fulfill the purpose for which the data is being collected.

c) Principle 3 – Obtaining Consent for Collection, Use or Disclosure of Personal Information

The knowledge and consent of a member, staff member, volunteer or other individual are required for the collection, use or disclosure of personal information, except where inappropriate, including how and with whom any information may be shared. Members, staff members, volunteers and other individuals have the right to abstain from providing personal information on the understanding that if they choose, the purpose for which the information was being collected may not be fulfilled and/or that Squash BC may not be able to provide some services to the member, staff member, or volunteer.

d) Principle 4 – Limiting Collection of Personal Information

Squash BC shall limit the collection of personal information to that which is necessary for the purposes identified by the society. Squash BC shall collect personal information by fair and lawful means.

e) Principle 5 – Limiting Use, Disclosure, and Retention of Personal Information

Squash BC shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the member, staff member, volunteer or other individual, or as required by law. Squash BC shall retain personal information only for as long as necessary for the fulfillment of those purposes.

f) Principle 6 – Accuracy of Personal Information

Personal information shall be as accurate, complete and up to date as is necessary for the purposes for which it is to be used.

g) Principle 7 – Security Safeguards

Squash BC shall protect personal information by security safeguards appropriate to the sensitivity of the information. Personal information will be maintained in strict confidence and will be safeguarded through the use of administrative, physical and technological means such as database passwords and restricted access to secured storage cabinets and rooms, as appropriate.

h) Principle 8 – Openness to Concerning Policies and Practices

Squash BC shall make readily available to members, staff members, volunteers and other individuals specific information about its policies and practices relating to the management of personal information. Individuals from whom personal information has been collected have the right to access their own information to confirm accuracy and/or make appropriate changes, as needed.

i) Principle 9 – Customer and Employee Access to Personal Information

Squash BC shall inform a member, staff member, volunteer and other individual of the existence, use and disclosure of his or her personal information upon request and shall give the individual access to that information. A member, staff member, volunteer and other individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

j) Principle 10 – Challenging Compliance

A member, staff member, volunteer and other individual shall be able to address a challenge concerning compliance with the above principles to the designated person or persons accountable for compliance by Squash BC with the Squash BC Privacy Policy

The ten (10) principles, which form the basis of the Squash BC Privacy Policy, are interrelated and Squash BC shall adhere to the ten (10) principles as a whole.

25 **EYE GUARDS POLICY** ERROR! BOOKMARK NOT DEFINED.

- a) All junior players (under 19) and doubles players are required to wear appropriate eye guards as per Squash Canada's eye guard policy when playing in any sanctioned Squash B.C. event.
- b) Although not mandatory in adult singles, it is Squash B.C.'s policy to encourage players of all ages and calibers to wear eye protection.
- c) For a complete list of approved eye guards and policies, please go to Squash Canada's page of approved eye guards, [Click Here](#).

26 **JUNIOR ATHLETE RECRUITING POLICY**

The recruiting of junior athletes by coaches between competing Provincial Sport Organization's junior development programs, school athletic programs and community junior sport programs is becoming increasingly intense. This policy was developed to provide some guidelines and ideas to help Squash BC certified coaches, junior program administrators, junior athletes, parents and tournament organizers deal with this situation.

Squash BC's objective is to ensure that all junior athletes, regardless of the sport/program they participate in, are scouted/recruited in a manner that is ethical and respects the needs of athletes, coaches, parents and all other individuals/organizations involved. Any athlete, coach or parent who has questions regarding the recruitment process/opportunities can contact the Squash BC Executive Director and/or VP of Operations.

26.1 DEFINITIONS

Playing season: for junior squash athletes, the playing season is from September 1 to June 1 of the following year.

Recruitment: includes but is not limited to the following activities:

- Communicating with a player or parent on the subject of that player's participation in a club/facility or a team.
- Inducing, soliciting or otherwise using current players, or their parents, to persuade junior athletes from another sport or program to transfer.
- Providing incentives to junior athletes such as free lessons, reductions in fees, trips, uniforms to entice athletes into a program.
- Using a position of authority to persuade a junior athlete to transfer from one sport/program to another.

Recruiter: Any coach, parent, player or designate from a PSO, school, club or community sport organization junior athletics program that is actively identifying a junior athlete from a competing program as a candidate for recruitment into their program.

Coach: Any certified coach, parent, player or designate from a PSO, school, club or community sport organization junior athletics program that is managing a junior athlete program/event.

26.2 RECRUITING REGULATIONS

- a) During the playing season
 - i) During the playing season this policy will be strictly enforced. Outside of this time period it is expected that all Squash BC players and coaches obey the spirit of the policy and abide strictly by the Squash BC Code of Conduct.
- b) Regulations for Recruiters
 - i) Recruiters are allowed to contact other junior athletes during the playing season.
 - ii) Prior to contacting an athlete, recruiters must first identify themselves to the athlete's coach and/or parents.
 - iii) Recruiters must attempt to conduct their activities in an open environment.
 - iv) Once an athlete has signed with a club/program, this athlete is no longer eligible for recruitment by other clubs in the playing season.
- c) Regulations for Coaches
 - i) Educate their athletes, co-coaches, program volunteers and parents about acceptable and unacceptable recruiting practices as well as the roles of the recruiter, the coach, the athlete and parents.
 - ii) Should a recruiter approach an athlete, it is the coach's responsibility to inform the athlete's parents.
 - iii) Coaches should not prevent recruiters from post-secondary educational institutions from contacting their athlete(s) during the playing season, however coaches do have the right to limit how such contact may occur.
- d) Regulations for Athletes
 - i) Should a recruiter contact an athlete, the athlete is responsible for informing his/her coach and parents immediately.

- ii) A junior athlete may change clubs/programs at any time provided the change is initiated by the player's parents independent of any recruiter's influence. Examples of such situations may include; change at an athlete's existing program, change of coach within the program, fees, access to courts, athlete's family moving, etc.
- e) Regulations for Parents
 - i) Parents are responsible for immediately informing their child's coach of any contact made by a recruiter.
 - ii) During competitive events
 - iii) Regulations for Event Organizers
 - iv) Event organizers shall allow potential recruiters access to the tournament facility as defined by the club's regular business practices.
 - v) Event organizers have the right to ask a recruiter to leave the event if the defined recruiting practices are not respected. If this should occur, event organizers are responsible for immediately reporting all infractions to the Squash BC Executive Director ..
- f) Regulations for Recruiters
 - i) Recruiters are not allowed to contact athletes while the athlete or the athlete's team is still participating in the competition.
 - ii) Recruiters must introduce themselves and the institution which they represent to the tournament organizers, follow any additional event regulations regarding recruiters, and when possible wear clothing which identifies them as representing their institution or group. Recruiters should identify themselves to coaches and/or parents when interested in a particular athlete.
 - iii) Recruiters must conduct their activities in an open environment away from the competition venue.
 - iv) Recruiters must have the current coach's consent and/or knowledge when approaching athletes.
- g) Regulations for Coaches
 - i) All coaches are obligated to report to the event organizers any recruiting practices that they feel do not meet the above regulations for recruiters.
 - ii) Coaches must restrict recruiters from approaching their athletes while their athlete or athlete's team is still participating in the competition as recruiters are not allowed to approach athletes during this period.
- h) Regulations for Athletes
 - i) Should a recruiter contact an athlete, the athlete is responsible for informing his/her coach and/or parents.
- i) Regulations for Parents
 - i) Parents are responsible for informing their child's coach of any contact made by a recruiter.

Violation of these rules, or the spirit of these rules, may result in the sanctioning of a recruiter/coach or athlete as outlined in the Squash BC Code of Conduct.

27 APPENDIX A – COMMITTEES TERMS OF REFERENCE

STANDING COMMITTEES

The 2017/18 Standing Committees of Squash BC include:

- Canada Winter Games
- Coaching
- Code of Conduct
- Competitions
- Doubles
- Junior Development
- Nominations
- Officiating
- Post-Secondary
- Volunteer Management and Recognition
- 2020 Fund Committee

Note: at various times in Squash BC's history additional Standing Committees have been established and disbanded. Terms of Reference for those Committees are included below as well as current Committees

27.1 CANADA WINTER GAMES COMMITTEE

A Committee Type: Standing

B Overview

The Canada Winter Games (CWG) committee has the primary responsibility to oversee the budget, coach, manager, Squads and Teams that represent BC every 4 years at the Canada Winter Games.

C Specific Responsibilities

- i) Determine, based on the Canada Winter Games criteria, eligibility of athletes trying out for the Squads and the Team.
- ii) Determine the responsibilities, job description, qualifications of the Coach and the Manager.
- iii) Advertise and hire a Coach and Manager
- iv) Review, enforce and recommend changes to the CWG policies and procedures to the Board of Directors of Squash BC
- v) Select Squads in Year 1, 2 and 3 and select a Team.
- vi) Setup and manage an appeals policy and procedure specific to Team and Squad selection
- vii) Liase with the Junior Development Committee
- viii) Approve the budget each year for the CWG committee
- ix) Oversee the Coach and Manager
- x) Hold meetings at least three times a year and distribute minutes in a timely manner to all committee members, the Executive Director and Director responsible for CWG.

- xi) Identify and enlist voting committee members without a conflict of interest.
- xii) Communicate with juniors and parents interested or involved in the Squads or Team.
- xiii) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- xiv) Members of the Committee will follow the Squash BC Committee Member Roles document.

D Reports to: Director, Player Development

27.2 COACHING COMMITTEE

A Committee Type: Standing

B Overview

Responsible, in conjunction with the Executive Director, for the implementation of all National Coaching Certification Program and Provincial level coaching activities.

Responsible for educating all coaches on the Code of Conduct and encouraging to follow the Code and to help educate their players to the Code.

Specific Responsibilities

- i) Ensure that sufficient British Columbia coaches are trained.
- ii) Set dates for Coaching Clinics each year, or add Clinics as the need arises, in conjunction with the Zone Representatives.
- iii) Ensure that all Coaching Association of Canada standards are met
- iv) Take advantage of all financial, promotional, technical and administrative assistance from Government based agencies.
- v) Keep current, assisted by the Technical Coordinator or Executive Director, with technical materials and procedures for training qualified coaches.
- vi) Ensure that the Technical Coordinator or Executive Director keeps sufficient stocks of materials and support items for coaching at the Association office.
- vii) Adhere to the responsibilities contained in the Squash BC Committee policy document.
- viii) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- ix) Members of the Committee will follow the Squash BC Committee Member Roles document.

C Reports to: Director, Technical

27.3 CODE OF CONDUCT (DISCIPLINE) COMMITTEE

A Committee Type: Standing

B Overview

The Code of Conduct committee's primary purpose is to review and adjudicate all Code of Conduct complaints submitted to Squash BC

C Committee Membership

The Director Membership will act as chair and fill out the membership of this committee with Squash BC members.

Committee Membership shall consist of at least 2 members, not including the chair, per complaint.

Any committee members dealing with specific Code of Conduct complaints should be free from conflict of interest.

D Specific Responsibilities

- i) Review and adjudicate all Code of Conduct complaints submitted to Squash BC.
- ii) Follow all policy and procedures set out by Squash BC.
- iii) Act in a manner that is fair, unbiased and consistent with due process.
- iv) Report to the Director Membership in a timely manner if said person is not the chair of specific complaint.
- v) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- vi) Members of the Committee will follow the Squash BC Committee Member Roles document.
- vii) Report to: Director, Technical

27.4 COMPETITIONS COMMITTEE

A Committee Type: Standing

B Overview

The Competitions Committee, in conjunction with the Executive Director, shall be responsible for the policy, supervision and coordination of provincially sanctioned competitions.

The Competitions Committee shall work with the Executive Director to ensure that the Ranking policy meets the needs of all the members.

The Competitions Committee, in conjunction with the Executive Director, shall set the classification rules for players of all tournament classes.

C Specific Responsibilities

- i) Compile, in conjunction with the Executive Director, an annual provincial Event Calendar for all sanctioned events. This calendar shall be compiled at the end of each season for the following season.
- ii) Provide, in conjunction with the Executive Director, input into the annual Event Calendar
- iii) Initiate/review policy for the organization and operation of sanctioned event and revise policy as needed.
- iv) Provide input to the Executive Director on hosting fees for major and other sanctioned events.
- v) Provide input to the Executive Director on Hosting Guidelines for Provincial and other major events sanctioned by Squash BC
- vi) Create/review, in conjunction with the Executive Director, the ranking policy.
- vii) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- viii) Members of the Committee will follow the Squash BC Committee Member Roles document.

D Report to: Director: Technical

27.5 DOUBLES COMMITTEE

A Committee Type: Standing

B Overview

The Doubles Committee shall be responsible for promoting and furthering the game of doubles squash in all facilities.

The Doubles Committee shall be responsible for encouraging the orderly development of all levels of doubles squash players in B.C.

C Specific Responsibilities

- i) Is responsible, in conjunction with the Executive Director, Tournament Committee and member clubs, with doubles courts, for the design and implementation of programs geared to doubles squash players in B.C.
- ii) Promote and encourage the development of doubles squash players at all skill levels and ages through the professionals and volunteer coaches at member clubs.
- iii) Develop programs and activities/events that encourages and supports increased participation and performance including setting measurable objectives. Monitor progress.
- iv) Implement doubles competition, where appropriate, at all tournaments.
- v) In conjunction with Executive Director, review and revise rules, policies, procedures and rankings of players as needed.
- vi) Provide input on all doubles tournaments and events for the Annual Event Calendar, in conjunction with the Executive Director
- vii) Liaise with other provincial or cross border doubles committees to encourage participation in doubles events.
- viii) Responsible, in conjunction with the Executive Director, for the coordination and implementation of officiating Rules and Certification Clinics in order to increase and upgrade officials in B.C. and evaluate rule changes.
- ix) In conjunction with the Host Committee, assign the Tournament Referee and officials for semi-finals and finals on for the B.C. Championships.
- x) In conjunction with the Host Committee, assign the Tournament Referee and officials for all international/national calibre events hosted by Squash BC except where Squash Canada or WSF rules take precedent.
- xi) Communicate with Squash BC member clubs and/or Zone/League representatives to ensure awareness and usage of officiating programs and services.
- xii) Ensure standards for certification of officials and accreditation of instructors and/or examiners are upheld.
- xiii) Provide tournament or event wrap up details to Squash BC Marketing for posting on WebSite and social media. In additional, will help promote the tournament before and during the event on social media or in conjunction with Squash BC Marketing & Communication.
- xiv) Advise and update Squash BC on doubles rules of play or any new developments in the sport.
- xv) The Chairperson shall represent the interests and views on policies regarding doubles squash throughout the province.
- xvi) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- xvii) Members of the Committee will follow the Squash BC Committee Member Roles document.

D Reports to: Director, Player Development

27.6 JUNIOR DEVELOPMENT COMMITTEE

A Committee Type: Standing

B Overview

Responsible for the continuance and increase in both the level of participation and performance of junior-aged (under 19) squash players in B.C.

C Specific Responsibilities

- i) Establish policies and procedures for all areas of junior development.
- ii) Develop programs and other activities/events that encourage and support increased participation and performance including measurable objectives. Monitor progress and revise programs or activities within the programs as needed to achieve the objectives.
- iii) Establish selection and evaluation procedures for athletes and coaches involved in junior development programs.
- iv) Coordinate selection criteria for participants in BC Multi-Sport Games, special events and junior championships.
- v) Select and recommend for appointment the Junior Provincial and BC Multi Sport Games coaches subject to the approval of the Board of Directors.
- vi) Review from time to time the rankings of junior players to help ensure accuracy, consistency, fairness
- vii) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- viii) Members of the Committee will follow the Squash BC Committee Member Roles document.

D Areas of Oversight

Programs the Junior Development Committee are responsible for policy development are:

- i) Junior Rankings
- ii) Awards
- iii) Provincial Training Squad
- iv) Regional Training Squad
- v) Grassroots Program
- vi) BC Games
- vii) General Funding
- viii) Out of Province Travel funding, (Gudewill Fund.)
- ix) Jesters funding
- x) In Province Travel funding, (BC Government funding.)
- xi) Programs the Junior Development Committee has input into:
- xii) External Credits Program
- xiii) Athlete Assistance Program

E Reports to: Director, Player Development

27.7 NOMINATION COMMITTEE

A Committee Type: Standing

B Overview

The Nominations Committee's primary purpose is to look for and evaluate prospective Board of Director (BoD) members for Squash BC.

The Chair will be the President or President's nominee.

C Specific Responsibilities

- i) Identify the positions that are up for election each year
- ii) Seek feedback and identify, from a variety of sources, potential candidates for the Board of Directors.
- iii) Communicate and recruit potential candidates to run for Board of Directors positions
- iv) Create a description of Board of Directors member's skills and requirements.
- v) Review the nomination document and timelines so that they adhere to the policy and procedures of Squash BC
- vi) Evaluate potential candidates for Board of Directors positions.
- vii) In addition and where possible, identify individuals who may be potential committee members and provide those names to the appropriate committee.
- viii) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- ix) Members of the Committee will follow the Squash BC Committee Member Roles document.

D Reports to: President

27.8 OFFICIATING COMMITTEE

A Committee Type: Standing

B Overview

- i) Responsible, in conjunction with the Executive Director, for the coordination and implementation of officiating Rules and Certification Clinics in order to increase and upgrade officials in B.C. and evaluate rule changes.
- ii) Specific Responsibilities
- iii) Responsible for ensuring that sufficient certified officials are trained to meet the needs of the Squash BC community.
- iv) Maintain, implement and monitor a system for Officiating Clinics.
- v) Provide a system whereby officials can upgrade at tournaments to higher levels.
- vi) Standardize the interpretation of rule changes throughout B.C. in conjunction with Squash Canada and the World Squash Federation.
- vii) Report on proposed rule changes to the Board of Directors.
- viii) Regularly produce articles on officiating for Squash BC communications.
- ix) In conjunction with the Host Committee, assign the Tournament Referee and officials for semi-finals on for the B.C. Championships.

- x) In conjunction with the Host Committee, assign the Tournament Referee and officials for all international/national calibre events hosted by Squash BC except where Squash Canada or WSF rules take precedent.
- xi) Communicate with Squash BC member club/facilities and/or Zone/League representatives to ensure awareness and usage of officiating programs and services.
- xii) Ensure that the Technical Coordinator or Executive Director keeps sufficient stocks of materials and support items at the Association office.
- xiii) Ensure standards for certification of officials and accreditation of instructors and/or examiners are upheld.
- xiv) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- xv) Adhere to the responsibilities contained in the Squash BC Committee policy document
- xvi) Members of the Committee will follow the Squash BC Committee Member Roles document.

C Reports to: Director, Technical

27.9 POST-SECONDARY COMMITTEE

A Committee Type: Standing

B Overview

The Post-Secondary Squash Program has been developed throughout Canada as a program that will partner universities with local club/facilities, provincial organizations (ie, Squash BC,) and Squash Canada. The program is primarily a grassroots initiative to promote squash to Post Secondary students as a life-time sport.

The Post-Secondary Committee will be responsible for implementing the 5 year plan to help ensure the continuance and increase in participation, events and ability post secondary squash players in B.C.; raise the profile of Squash BC (SQBC) within the Post-Secondary Institutes (PSI); and encourage the institutions and players to become active members of Squash BC.

C Specific Responsibilities

- i) Implement the 5 year Post-Secondary plan working with key PSI contacts, the Board and others as identified.
- ii) Develop the tools and materials needed to help implement and market the program.
- iii) Review the 5 year Post-Secondary Plan quarterly and report on progress to the Board. Revise the plan as needed.
- iv) Organize and promote novice and competitive events for student squash in BC including the development of a “how to” run a PSI local/novice and provincial/competitive level tournament. A major focus is developing and expanding the annual Provincial Post-Secondary Squash Tournament.
- v) Coordinate selection criteria for participants in Post-Secondary championships – provincially and nationally and other events e.g. Multi-Sport Games, special events.
- vi) If applicable, select and recommend for appointment the Post-Secondary Provincial and Multi Sport Games coaches, subject to the approval of the Board of Directors.
- vii) Provide expertise and advice to PSI squash clubs to assist them with the development of an active squash community within their PSI

- viii) Encourage PSI squash players to improve their squash skills by informing them of tournaments, leagues and other opportunities to play squash
- ix) Create and maintain a list of PSI squash courts and work with PSIs and their communities to encourage the building of new squash courts in BC at PSIs.
- x) Increase the participation rate of students, staff and faculty in Post-Secondary Institutions (PSI) in the game of squash.
- xi) Raise the profile of Squash BC within the PSI and encourage the institutions and players to become active members of Squash BC
- xii) Identify and publicize opportunities for the squash community to contribute to the success of post-secondary squash (volunteer coaches, club affiliations, sponsorships, partnering with post-secondary squash players, etc)
- xiii) Support the building of squash courts at PSIs.
- xiv) Administer SQBC funding for BC students to the Canadian University and College Squash Tournament.
- xv) Represent SQBC at the annual Western Canada Campus Recreation Conference
- xvi) Establish and maintain an active network of Campus Rec coordinators at BC PSIs and build positive relationships to ensure SQBC is viewed as a welcome partner.
- xvii) Establish tools and information to help PSI's build their squash programs.
- xviii) Opportunity to represent Post-Secondary squash at SQBC planning meetings and AGMs.
- xix) Establish policies and procedures for all areas of Post-Secondary development including selection and evaluation procedures for athletes and coaches involved in Post-Secondary development programs.
- xx) Perform other duties as assigned by the Squash BC Board of Directors or the President.
- xxi) Members of the Committee will follow the Squash BC Committee Member Roles document.

27.10 VOLUNTEER MANAGEMENT AND RECOGNITION

A Committee Type: Standing Committee

B Overview

To assist the Board and Committees with the recruitment, retention and successional planning of volunteers to actively engage and work with Squash BC in an effort to achieve its Vision, Mission and Objectives.

It is recognized that volunteers are a critical component to the success of Squash BC, and in an effort to recruit and retain a strong, quality base of volunteers, their volunteer experience must be exceptional.

The Awards program is part of the retention strategy and involves the identification, nomination and awarding of the annual Squash BC awards and other awards relevant to squash in BC.

C Specific Responsibilities:

- i) Identify best practices models for volunteers (recruitment, retention and succession planning) and develop the tools, policies and procedures necessary for SQBC to implement an excellent volunteer program.

- ii) Implement the Awards program including the nomination and awarding of the annual Squash BC awards and other awards relevant to squash in BC
- iii) Set objectives and goals re: volunteers and review them on an annual basis, making improvements as needed.
- iv) Help educate, on an ongoing basis, the BoD and Committee Chairs on SQBC's volunteer practices and support the implementation of those practices with the intent that the BoD and the Committee Chairs have the ability and tools to support and motivate the volunteers they work with.
- v) Identify specific tasks that can be accomplished by one or two individuals on an ad hoc basis that need specific expertise and/or skills.
- vi) Review Terms of References for all Committees and Board Members annually and revise as needed.
- vii) Evaluate the volunteer program on an ongoing basis and improve where needed.
- viii) Perform other duties as assigned by the Squash BC Board of Directors or the President
- ix) Adhere to the responsibilities contained in the Squash BC Policy and Procedures document in Section 5 Committees

D Reports to the Director, Marketing and Communication.

27.11 2020 FUND COMMITTEE

A Committee Type: Standing

B Overview

The 2020 Fund Committee, in conjunction with the Executive Director, are responsible for the coordination, growth and administration of the program. The purpose of the fund is for the development of coaches and junior players in BC.

C Committee Membership

There shall be a minimum of 3 members and a maximum of 5 members. Members must include people with the following skills and expertise:

- Financial investment
- Current or past provincial coach
- Active senior player
- Member of the Junior Development Committee
- As far as practicable, there shall be equality in the number of members who are male and members who are female, and at a minimum there shall be at least one male member and at least one female member.

The 2020 Fund Committee members are appointed every two years by the Board of Directors.

D Specific Responsibilities

- i. Continue to build the Fund in accordance with the goals outlined in the Squash BC 5 Year Strategic Plan. At no time shall distribution of funds cause the amount of the capital of the Funds to be less than \$200,000.
- ii. All Administration costs of the Fund will be born by the Fund once it has reached the \$200,000 threshold.
- iii. Shall establish criteria for 2020 Fund dispersal and review that criteria on a regular basis to

- ensure alignment with Squash BC's strategic plan and the mandate of the 2020 Fund.
- iv. Shall, along with the Executive Director and the Board of Directors, promote the program to squash enthusiasts throughout British Columbia and beyond.
- v. Perform other duties as assigned by the Squash BC Board of Directors or the President.
- vi. Members of the Committee will follow the Squash BC Committee Member Roles document.

E Reports to: Vice President, Finance (chaired by President)

AD HOC COMMITTEES

27.12 APPEALS COMMITTEE

A Committee Type: Ad-Hoc

B Overview

The Appeals committee's primary purpose is to review and adjudicate all appeals submitted to Squash BC

C Committee Membership

The Past President will act as chair and fill out the membership of this committee with members that do not have conflict of interest with the parties appealing.

Committee Membership shall consist of at least 2 members, not including the chair, per complaint.

Any committee members dealing with specific Code of Conduct complaints should be free from conflict of interest.

D Specific Responsibilities

- i) Review and adjudicate all appeals submitted to Squash BC.
- ii) Follow all policy and procedures set out by Squash BC.
- iii) Note: the SBC Appeals policy does not govern or pertain to all appeals. Canada Winter Games appeals and Code of Conduct appeals policies are outlined within their own specific policy documents.
- iv) Act in a manner that is fair, unbiased and consistent with due process.
- v) Report to the Board of Directors in a timely manner.
- vi) Perform other duties as assigned by the Squash BC Board of Directors or the President.

E Report to: Vice President, Finance