



# **SQUASH MANITOBA POLICY AND PROCEDURES MANUAL**

**ADOPTED: October 25, 2021**

INDEX

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1.	Introduction	4
2.	Acknowledgments	4
3.	Relationship to the Clubs/Members	5
4.	Membership in Squash Canada	6
5.	Organizational Chart	7
6.	Club Representatives	8
	6.1 Duties and Responsibilities	8
	6.2 Appointment	
7.	Finance Policy	
8.	Executive Director	12
	8.1 Role	12
	8.2 Supervision	12
	8.3 Authority	12
	8.4 General Responsibilities	12
	8.5 Specific Responsibilities	13
9.	Communication	15
	9.1 Communication with Other Bodies	15
	9.2 Publications	15
10.	Injuries/Concussions/Liabilities	16
	10.1 Injuries	16
	10.2 Concussions & Return to Play Policy & Guidelines	16
	10.3 Liabilities	23
11.	Travel Policy	
	11.1 Provincial Champions	24
	11.2 Special Requests	24
	11.3 Travel Assistance for Administrative Purposes	24
12.	Committees	
	12.1 Description and General	25
	12.2 Committee Activities	25
	12.3 Masters Program Coordinator	26
	12.4 Women's League Coordinator	26
	12.5 Inter-club	27
	12.6 Grassroots Coordinator	29
	12.7 School Squash Coordinator	30
	12.8 Coaching/Officiating Committee	31
	12.8.1 Coaching	31
	12.8.2 Officiating	32
	12.9 Communication/Website	33
	12.10 Fundraising Chairperson	34
	12.12 Constitution/Policy Committee	34
	12.13 Nominating Committee	35
	14.13.1 Purpose	35
	14.13.2 Responsibilities	35
	12.14 Management Committee	36
	12.15 Technical Coordinator	37
	12.16 High Performance Committee	38

	12.16.1	Mandate	38
	12.16.2	Composition	38
	12.16.3	Meetings and Minutes	38
	12.16.4	Areas and Responsibilities	38
13.		Provincial Senior and Masters Teams	39
	13.1	Criteria for Membership	39
	13.1.1	Residency	39
	13.1.2	Support of PSGB	39
	13.2	Provincial Senior Teams	40
	13.2.1	Senior Men's and Women's Team Championship	40
	13.2.2	Canadian University Championships	40
	13.2.3	Senior National Championships	40
	13.3	Provincial Masters Teams	41
14.		Junior Provincial Team	42
15.		Volunteer Participation Initiative	43
15.1		Credit System	43
	15.2	Benefits	43
	15.3	Restrictions and Limitations	43
16.		Recognition	44
	16.1	Athletic Achievement	44
	16.2	Volunteer Contribution	44
	16.3	Special Acknowledgment	44
	16.4	Squash Manitoba Wall of Fame	45
17.		Tournaments	46
	17.1	Criteria	48
	17.2	Rules and Regulations	48
	17.3	Eyeguard Policy	48
	17.4	Sanctioning	49
	17.5	Women Competing in Men's Categories	49
	17.6	Ranking Point Allocation	49
18.		Ball Policy	49
19.		Discipline & Complaints Policy	50
20.		Discipline Reciprocity Policy	55
21.		Appeal Policy	57
22.		Alternate Dispute Resolution Policy	61
23.		Code of Conduct Policy	63
24.		Privacy Policy	69
25.		Confidentiality Policy	74
26.		Respect in Sport Policy	76
27.		Screening Policy	77
28.		Conflict of Interest Policy	81
29.		Event Discipline Procedure Policy	85
30.		Event Appeal Procedure Policy	87

**1.****INTRODUCTION**

Squash Manitoba is the sole governing body for squash in Manitoba, and as such is responsible to the members to manage 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 responsible for policy formulation and decision making for the Association.

**Mission Statement**

Squash Manitoba supports the growth and development of a vibrant and diversified squash community through advocacy, clear communication, collaboration and innovative programming.

**Vision Statement**

A vibrant squash community throughout Manitoba that is accessible, encourages participation and pursues excellence.

**Core Values**

The values to which Squash Manitoba adheres:

- Personal and physical well-being
- Safe, fair & respectful
- Inclusivity
- Transparency

This Policy and Procedure Manual is intended to provide operating guidelines for Squash Manitoba; its Directors, Committee Members, Club Representatives and Staff, with a clear understanding of:

- °roles and responsibilities
- °lines of communication
- °policy and procedure.

Questions regarding interpretation of the contents of this document should be directed to the President or Executive Director of Squash Manitoba.

This manual will be updated as necessary. Any comments or suggestions will be welcomed and should be sent, in writing, to the President or Executive Director at the Squash Manitoba Office.

**2.****ACKNOWLEDGMENTS**

Squash Manitoba would like to thank those individuals without whose contributions this manual would not have been possible.

Squash Manitoba gratefully acknowledges the financial assistance and services it receives from Sport Manitoba, private sponsors, corporations, and the Manitoba Squash Community.

**3.****RELATIONSHIP TO THE CLUBS/MEMBERS**

Squash Manitoba is the sum total of all its members. The Provincial Sport Governing Body (PSGB) shall not interfere with the operation of the squash clubs/facilities in Manitoba except in the case of contravention of Squash Manitoba policy. However, Squash Manitoba will provide programs, services and assistance when requested and where possible, to the member clubs.

The purpose of affiliation of member clubs is to provide for development and coordination of standardized squash programs and services. Individual clubs assume responsibility for implementation within their own facilities. Squash Manitoba assumes responsibility for:

- all national competition and/or development
- all "provincial team" activities including selection, training, competition, coaching and evaluation
- the coordination of all provincial development, and programs required by the membership
- to provide a forum where individual members and club representatives can communicate (a request in writing is required including items to be discussed)

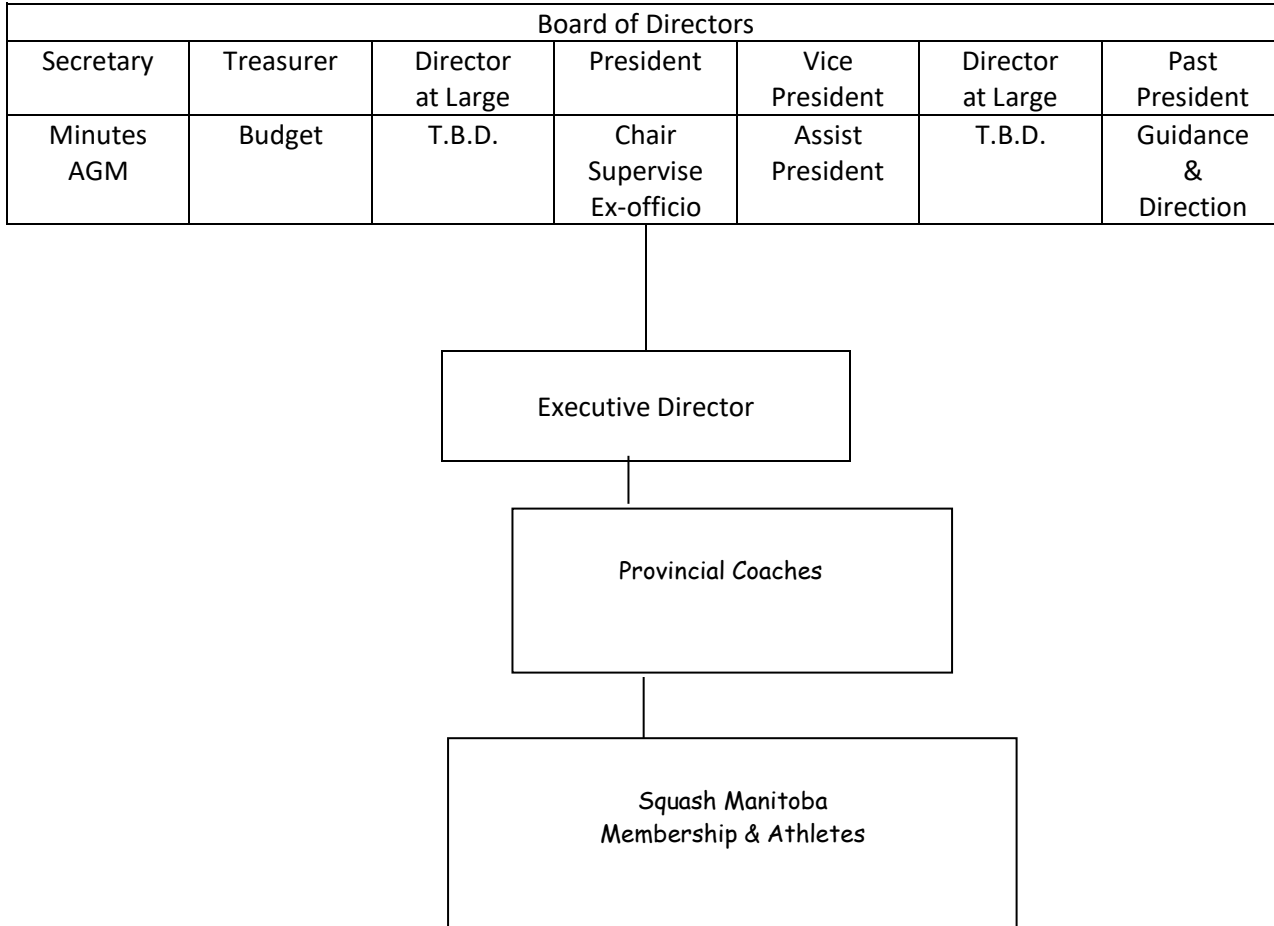
**4. MEMBERSHIP IN SQUASH CANADA**

- As a member of the National Sport Governing Body, Squash Manitoba 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.

5.

**ORGANIZATIONAL STRUCTURE**

Squash Manitoba shall be organized, directed, controlled and governed by its members.



## 6.

**CLUB REPRESENTATIVES****6.1 Duties and Responsibilities**

Club Representatives shall:

- (a) Be responsible for communicating and requesting action on, concerns, recommendations, programming, assistance, services, and needs; arising at the club level that affect the sport as a whole; to the Squash Manitoba Board of Directors.
- (b) Be responsible for informing their home club/facility of the actions, rationale, programs, assistance and services, taken, proposed or provided by Squash Manitoba.
- (c) Be responsible for distributing and/or disseminating information supplied to them, by Squash Manitoba, that would be of benefit or interest to their home club.
- (d) Act as a liaison between the sport governing body and their home club/facility.
- (e) Club Representatives will submit a written report, on behalf of their Club and area of responsibility where applicable, to Squash Manitoba at least thirty (30) days in advance of the Annual General Meeting or when requested. Club Representatives may provide written articles for the Squash Manitoba website when requested by the website editor.
- (f) All Club Representatives and/or their designates, are expected to attend and address the Board of Directors at Special or Annual General Meetings.
- (g) In the event of a Club Representative not being able to attend a meeting of Squash Manitoba, said Representative may appoint an alternate delegate to attend on their behalf; provided that the Squash Manitoba Secretary or Executive Director is notified seven (7) days prior to the meeting concerned. The designate shall have the same powers as the Club Representative who appointed them. Designates must be from the same club as the representative who appoints them.

**6.2 Appointment**

- (a) Representatives are to be appointed at the discretion of the member clubs.
- (b) Every member club shall inform the Executive Director of Squash Manitoba of the name, address and phone number of the Club Representative.
- (c) The Squash Manitoba Board of Directors has the right to request removal of a Club Representative for non-fulfillment of responsibilities, in which case the member club shall be asked to appoint or elect a replacement.

### Financial Policy

“Organization” – refers to: Squash Manitoba

#### **Definitions**

1. The following terms have these meanings in this policy:  
 “Representative” – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, officials, staff members, contract personnel, volunteers, managers, administrators, committee members and directors and officers of the Organization.

#### **Purpose**

2. The Organization will function as a not-for-profit organization and all fundraising, fees, sponsorship and grants will be used for the ongoing development of the sport.
3. The purpose of this policy is to guide the financial management practices of the Organization.

#### **Budget and Reports**

4. The Organization’s board will develop and approve an annual budget which will contain the Organization’s total anticipated expenditures and revenues.
5. The treasurer (or designate) will, at each meeting of the board or at minimum quarterly, present an interim comparative financial statement (which includes actual for revenues and expenditures compared to budget) and a balance sheet to the board for approval.
6. The treasurer (or designate) will, at the annual meeting, present financial statements as required by applicable legislation and any other report as determined by the board.
7. The financial statements of the Organization will be audited by an auditor appointed by the board, if required by the Manitoba Corporations Act.
8. The Organization will file a T2 corporation income tax return each fiscal year.

#### **Fiscal Year**

9. The Organization’s fiscal year will be as described in the bylaws.

#### **Banking – Revenue**

10. Registration fees shall be reviewed annually by the treasurer who will make recommendations to the board; which shall approve fees for each year well in advance of the start of the registration year.
11. All money received by the Organization will be placed into a general fund and will be used for all necessary and permitted purposes for the operation of the Organization, as determined by the Organization’s board.
12. All money received by the Organization will be deposited, in the name of the Organization, with a reputable financial institution.

#### **Bank Reconciliation**

13. The bank statements will be reconciled to the general ledger on a monthly basis. On a quarterly basis, the treasurer or other members of the finance committee will review and initial a copy of the bank reconciliation to indicate their review and approval.



**Signing Officers**

14. All contracts, documents or any other instruments in writing requiring the signature of the Organization shall be signed by at least two of the following:
  - a) President
  - b) Treasurer
  - c) A Director appointed by the board as a signing authority
  - d) A Staff member appointed by the board as a signing authority
15. Any contracts, documents or any other instruments in writing which have been approved in the Organization's budget that are under \$5,000.00 are not subject to this section and may be executed by the treasurer or any individual delegated such signing authority by the board.
16. All cheques require signatures from two (2) of the following:
  - a) Treasurer/ Director/Executive Director/President

**Electronic Banking**

17. Internet banking has become a very common banking practice that provides several distinct advantage. The Organization will ensure internal controls related to online banking are in place to ensure all internet banking transactions are consistent and comply with the Organization's financial procedures (such as the type of allowable uses for online banking transaction, number of signers). No one person should handle all of the transaction; the proper segregation of duties at all times must be followed. Authorized users need to consider the safe, secure and confidential storage of information and data, including the storage of PIN's and security tokens where applicable. Proper retention of all supporting materials and print out transaction receipts must be retained.  
Online payments by Executive Director must be followed by authorization from signing officer

**Expenses**

18. Requests for purchases require the following:
  - a) All purchases must be approved by the treasurer (or designate)
  - b) Purchases over \$5,000.00 also require approval of the Organization's board
19. All expenses will be supported with receipts and must be detailed to budget items, projects or functions by the Organization's treasurer.
20. Approved expenses are to be claimed and reported no later than thirty (30) days following the date of the expense. Expenses submitted beyond the thirty (30) day reporting requirement will be paid only upon the board's approval.
21. Any expenditure not approved within the annual budget will be approved by the board prior to any such expenditure. Without the board's approval, the expenditure will not be paid by the Organization unless determined otherwise by the board.

**Accounts**

22. Accounts receivable terms are net thirty (30) days from the date of invoice.
23. Accounts payable will be paid within the terms of the supplier invoice. Where no terms are specified, accounts will be paid within thirty (30) days.

**Expense Claims**

24. Representatives may submit expense claims to the treasurer (or designate) for personal expenses incurred in performing their duties for the Organization. Generally, only expenses pre-approved by the Organization's treasurer (or designate) will be reimbursed – and only within three (3) months of the incurred expense. Expense claims must include:
- The exact amount of each separate expense
  - The date on which the expense occurred
  - The place and location of the expense
  - The purpose of the expense
  - A receipt for the expense
25. Organization representatives may submit expense claims to the Organization's treasurer (or designate) for travel and/or accommodation expenses for conferences, tournaments, provincial meetings/national meetings or clinics; provided the expected expense reimbursement amount is pre-approved by the Organization's treasurer (or designate).

26. Expenses will be reimbursed in amounts outlined in the following table:

<b>Expense</b>	<b>Rate</b>	<b>Notes</b>
Travel – personal vehicle mileage rate	\$0.40 per kilometer	
Travel – air	Lowest economy	Prior approval required
Breakfast out of province	\$15.00	Receipts not required
Lunch out of province	\$20.00	Receipts not required
Dinner out of province	\$25.00	Receipts not required
Full day out of province	\$60.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified
Incidental expenses (non personal)	Actual cost	Receipt(s) required

27. The Organization will not reimburse for costs above the specified rates without prior approval of the treasurer. Where costs above the specified rates are approved, receipts must be provided.

**Travel and Accommodation Expenses**

28. Air travel is to be booked through the Organization whenever possible. Air travel including fares and itineraries is to be approved in advance by the Executive Director. Under no circumstances will fares above the economy fare be reimbursed. Car travel will be reimbursed at the mileage rate specified in this policy and will not exceed cost of available economy airfare. Car rentals will be reimbursed where authorized. Reimbursement will be for compact-mid size cars through an authorized agency at the most economical rate possible. Individuals are expected to travel as foot passengers where possible. Advance booking fees will be reimbursed where required by the nature and purpose of the travel. For car rentals, it is the responsibility of the renter to ensure that adequate collision, comprehensive and third party liability insurance properly covers the vehicle. Whether insurance is purchased through the rental agency, MPI or by way of credit card, the renter must ensure that the type of vehicle rented and/or its intent use does not conflict with the rental company or credit card provided insurance guidelines.
29. Whenever possible, the representatives who are attending the same event should travel together. However, only the driver may submit car related expenses.
30. Accommodation will be reimbursed based on double occupancy. Reimbursements for accommodation will be limited to reasonable amounts in the particular circumstances with consideration given for proximity to business events and for location of events. Hotel receipts will be required for reimbursement as a charge card slip does not provide sufficient information.

31. The Organization will not provide reimbursement for parking tickets, speeding tickets or fines for any other violations.
32. A representative attending an event where meals are not provided may request a per diem allowance before attending the event. Per diem rates are listed in the above table and do not require receipts. Individuals will not be reimbursed where meals are provided as part of an event or where meals are included in the accommodation rate.

#### **Entertainment Expenses**

33. Entertainment expenses are reimbursable when the expense is directly related to business. These expenses include the purchase of a meal for a business associate or associates while conducting business. The Executive Director shall pay the bill and submit it on his/her expense report. Original receipts must support all claims and include names of attendees and purpose of the expense. Maximum allowable tip amount shall not exceed 15%.

#### **Other Expenses**

34. Organization representatives may be reimbursed for long distance telephone calls provided the expenses were Organization related. Expense claims for telephone expenses must include the name of the person called, his or her connection to the Organization and the purpose of the call. Telephone expenses in excess of \$80.00 will not be reimbursed.
35. Actual and reasonable expenses for items such as parking, telephones and copying may be reimbursed. Receipts must be provided for all such expenses.

#### **Signing Authority – Other Documents**

36. In the absence of any resolution to the contrary passed by the board, the deeds, contracts, securities, bonds and other documents require the signature of two (2) signing officers. The board may authorize other persons to sign on behalf of the Organization.
37. Copies of all deeds, contracts, securities, bonds and other documents requiring the signature of the Organization will be made available for review by the board if requested.

#### **NSF Charges**

38. The Organization will impose a twenty-five dollar (\$25.00) charge for NSF cheques. The penalty will be waived if the cheque was returned in error from the bank (written confirmation required). Waiver of penalty for reasons other than bank error shall be considered on a case by case basis. An individual who has a repeat occurrence of a returned cheque will not be allowed to pay with a cheque in the future. Accepted methods of payment will be cash, certified cheque or money order.

#### **Replacement Cheques**

39. Lost or missing cheques will not be re-issued until after the next applicable month end reconciliation has taken place.
40. Lost or missing cheques that have not been claimed by the Organization's year end will not be re-issued.

#### **Equity/Operating Reserve**

41. The target for the minimum operating reserve fund or minimum equity level is 6 months of the Organization's average operating costs. The calculation of average monthly operating costs include all ongoing committed expenses; for example, salaries & benefits, rent, storage, office administration costs like phones, internet and set programming costs. The amount of equity/operating reserve will be reviewed annually after the fiscal budget is approved.

## **8. EXECUTIVE DIRECTOR**

### **8.1 Role**

While reporting directly to the Board of Directors through the President, the Executive Director shall act as Chief Administrative Officer of Squash Manitoba.

In cooperation with the Board of Directors, the Executive Director shall assume general managership of the Association and thereby assist in the management of human and financial resources and be involved with most areas of Squash Manitoba's operations.

The Executive Director shall coordinate the activities of the volunteers to ensure the implementation of programs and policies established by Squash Manitoba.

### **8.2 Supervision**

As a paid employee of Squash Manitoba, the Executive Director submits progress reports to the Association, on the P.S.G.B.'s actions and activities, and their effect on the squash community and their profile with various funding bodies.

### **8.3 Authority**

The Executive Director has sufficient authority to take measures that are necessary in the daily management of the organization, in accordance with the orientation, policies, and programs in place. Beyond these limits the Executive Director is required to have decisions approved by the Board of Directors.

### **8.4 General Responsibilities**

The Executive Director shall:

- (a) Carry out the duties as assigned by the Squash Manitoba Board of Directors.
- (b) Keep the Board of Directors informed and as to the affairs of the Association.
- (c) Maintain day to day supervision and administration of the provincial office and the affairs of Squash Manitoba.
- (d) Assist the Treasurer to ensure legal and efficient use of Squash Manitoba funds and recording of same.
- (e) Establish and maintain effective two-way communication between the Association and its members, clubs and committees.
- (f) Provide such assistance as is required to members of the Board of Directors and appointed committees in fulfilling their duties.

## 8.5 Specific Responsibilities

The Executive Director shall:

- (a) Aid in the coordination of provincial programs, activities and events.
- (b) Aid in the administration of provincial committees.
- (c) Keep the Board of Directors well informed on the progress of Squash Manitoba activities.
- (d) Obtain and provide feedback on Squash Manitoba programs and policies.
- (e) Assist in evaluating programs and recommending changes where necessary.
- (f) Supervise provincial office staff.
- (g) Assist in the formulation and maintenance of budgets.
- (h) Assist the Treasurer in keeping the books and other financial records in good order.
- (i) Assure proper payment and delivery of all accounts entered into, and expenses of the Association.
- (j) Attend meetings of the Board of Directors when required, other appointed committees. Attendance at all meetings is in an ex-officio capacity.
- (k) Report to the Board of Directors on a regular basis.
- (l) Represent Squash Manitoba, as requested by the President.
- (m) Collect and distribute reports and agendas to those attending meetings, when and where applicable.
- (n) Ensure proper hotel and/or meeting room arrangements for meetings are arranged.
- (o) Coordinate travel arrangements for provincial and national events, camps, clinics, meetings, activities, etc.
- (p) Provide information to members on all aspects of the sport of squash by answering inquiries where possible.
- (q) Assist Squash Manitoba in meeting its obligations to corporate and/or private sponsors.
- (r) Promote the sport of squash whenever and wherever possible.
- (s) Keep abreast of knowledge of services provided by provincial sport and recreation bodies and ensure that Squash Manitoba takes advantage of those services when beneficial to the Association.
- (t) Liaise with Sport Manitoba to ensure projects are completed according to guidelines and timelines, as approved by the Board of Directors.
- (u) Report to Sport Manitoba on all projects run with their contributions.
- (v) Assist the Treasurer in preparation of budgets and submissions for Sport Manitoba funding.
- (w) Keep abreast of criteria and guidelines regarding sport program funding, and maintain communication with funding bodies.
- (x) Carry out duties as prescribed in yearly working contract and terms of employment.
- (y) To maintain all Association records - past and present.
- (z) Develop and monitor the Annual Funding document required by Sport Manitoba.

## 9. COMMUNICATION

### 9.1 Communication with Other Bodies

It is important that in its relationship with external organizations that Squash Manitoba speak as a unified body with one voice. Therefore, the following guidelines should be adhered to.

- (a) All contacts with other provincial or national organizations/bodies are to be made by Squash Manitoba through the President or Executive Director, unless otherwise agreed to by the Board of Directors. No other director or individual should communicate without the knowledge and approval of the duly authorized representative of the Board of Directors.
- (b) Routine communication may be handled by the Executive Director. Non routine and policy matters will be handled by the Executive Director only upon authorization and approval of the President or Board of Directors. The Board of Directors may wish to appoint other persons to deal at the ministerial level for particular reasons or projects. In such a case the Executive Director will be apprised of the situation.
- (c) All contact with Sport Manitoba should be handled by the Executive Director. The Executive Director will be responsible for insuring that Squash Manitoba takes full advantage of the services of Sport Manitoba where beneficial to Squash Manitoba.
- (d) All contact with corporate sponsors, on behalf of Squash Manitoba will be handled by the Executive Director.
- (e) Official contacts with other provincial sport governing bodies and umbrella groups will be made by the President or Board of Directors except when delegated to the Executive Director.

## **10. INJURIES/CONCUSSIONS/LIABILITIES**

### **10.1 Injuries**

- (a) Neither Squash Manitoba, its Directors, Representatives, Committees, Chairpersons or members shall be held responsible for injuries sustained by any person/player at any Squash Manitoba Event.
- (b) Squash Manitoba will include a waiver form on all program/activity applications and no person shall participate in a Squash Manitoba sponsored event without signing and dating the official release, or in the case of junior participants, the parents/guardians signing and dating of the official release.
- (c) Squash Manitoba will endeavor to assure that all safety precautions are followed at Squash Manitoba events/activities. Squash Manitoba will support the use of safety equipment (i.e. eyeguards, mouthguards, etc.) but will adhere to the rules and regulations as set out by Squash Canada.

### **10.2 Concussion and Return to Play Policy & Guidelines**

These Informational guidelines have been prepared for general informational purposes only. They are not intended to and do not constitute any medical advice and do not contain any medical diagnoses, symptom assessments or medical opinion.

#### **CONTEXT:**

Squash Manitoba takes seriously the health and well-being of all participants in squash activities.

Recent research has made it clear that a concussion can have a significant impact on an individual's health and well-being. In fact, research shows that activities that require concentration can actually cause concussion symptoms to reappear or worsen. If a concussion is not identified and properly managed, it can result in permanent brain damage and, in rare occasions, even death.

Research also suggests that an individual who suffers a second concussion before he/she is symptom-free from the first concussion is susceptible to Second Impact Syndrome – a rare condition that causes rapid and severe brain swelling and often catastrophic results.

Awareness of the signs and symptoms of concussion and knowledge of how to properly manage a concussion is critical to recovery and helping to ensure the individual is not returning to physical activities too soon, risking further complications.

A concussion is a clinical diagnosis made by a medical doctor. It is critical that someone with a suspected concussion be examined by a medical doctor or nurse practitioner.

The Manitoba Ministry of Sport, Culture & Heritage are working together to increase awareness on head injury prevention and concussion identification and management. Squash Manitoba, as a Provincial Sport Organization under the umbrella of Sport Manitoba is a partner in promoting awareness of the seriousness of concussion.

#### **DEFINITION:**

A concussion:

- is a brain injury that causes changes in how the brain functions, leading to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty concentrating or remembering), emotional/behavioural (e.g., depression, irritability) and/or related to sleep (e.g., drowsiness, difficulty falling asleep);
- may be caused either by a direct blow to the head, face or neck, or a blow to the body that
  - o transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness); and,
- cannot normally be seen on X-rays, standard CT scans or MRIs.

**COMMON SIGNS AND SYMPTOMS OF CONCUSSION:**

Following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a concussion should be suspected in the presence of any one or more of the following signs or symptoms:

<b>Possible Signs Observed</b> A sign is something that will be observed by another person (e.g., parent/guardian, teacher, coach, supervisor, peer).	<b>Possible Symptoms Reported</b> A symptom is something the student will feel/report.
<ul style="list-style-type: none"> <li>• <b>Physical</b></li> <li>• vomiting</li> <li>• slurred speech</li> <li>• slowed reaction time</li> <li>• poor coordination or balance</li> <li>• blank stare/glassy-eyed/dazed or vacant look</li> <li>• decreased playing ability</li> <li>• loss of consciousness or lack of responsiveness</li> <li>• lying motionless on the ground or slow to get up</li> <li>• amnesia</li> <li>• seizure or convulsion</li> <li>• grabbing or clutching of head</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Physical</b></li> <li>• headache</li> <li>• pressure in head</li> <li>• neck pain</li> <li>• feeling off/not right</li> <li>• ringing in the ears</li> <li>• seeing double or blurry/loss of vision</li> <li>• seeing stars, flashing lights</li> <li>• pain at physical site of injury</li> <li>• nausea/stomach ache/pain</li> <li>• balance problems or dizziness</li> <li>• fatigue or feeling tired</li> <li>• sensitivity to light or noise</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Cognitive</b></li> <li>• difficulty concentrating</li> <li>• easily distracted</li> <li>• general confusion</li> <li>• cannot remember things that happened before and after the injury</li> <li>• does not know time, date, place, class, type of activity in which he/she was participating</li> <li>• slowed reaction time (e.g., answering questions or following directions)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cognitive</b></li> <li>• difficulty concentrating or remembering</li> <li>• slowed down, fatigue or low energy</li> <li>• dazed or in a fog</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Emotional/Behavioural</b></li> <li>• strange or inappropriate emotions (e.g., laughing, crying, getting angry easily)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Emotional/Behavioural</b></li> <li>• irritable, sad, more emotional than usual</li> <li>• nervous, anxious, depressed</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Sleep Disturbance</b></li> <li>• drowsiness</li> <li>• insomnia</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sleep Disturbance</b></li> <li>• drowsy</li> <li>• sleeping more/less than usual</li> <li>• difficulty falling asleep</li> </ul>



**Additional Information:**

- Signs/symptoms can appear right after the injury, or may appear within hours or days of the injury.
- The signs/symptoms may be different for everyone.
- An individual may be reluctant to report symptoms because of a fear that they will be removed from the activity, or their status on a team or in a game could be jeopardized.
- It may be difficult for younger children (under the age of 10) and those with special needs or where
- English/French is not their first language to communicate how they are feeling.
- Signs for younger children (under the age of 10) may not be as obvious as in older children/adults.

**INITIAL RESPONSE – Removal from Physical Activity:**

If an individual believes that, following a blow to the head, face or neck, or a blow to the body that transmits a force to the head, a participant in squash may have suffered a concussion, the individual needs to take immediate action. **(see Appendix A for INITIAL RESPONSE – Removal from Physical Activity Flow Chart)**

For a participant who is:

**Unconscious**

- Initiate emergency action plan and **call 911**.
- If applicable, contact the child/youth's parent/guardian to inform them of the injury and that their child is being transported to the hospital.
- Stay with the individual until Emergency Medical Services arrives.
- Monitor and document any physical, emotional and/or cognitive changes.

For someone who is Unconscious:

- Assume there is also a possible head and/or neck injury and, **only if trained**, immobilize the individual before ambulance transportation to hospital.
- Do not remove athletic equipment (e.g. helmet) unless there is difficulty breathing.
- If applicable, ensure the child/youth's parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the child/youth's condition (i.e., concussed or not concussed) prior to the child/youth returning to physical activity.
- Even if consciousness is regained, he/she needs to be examined by a medical doctor or nurse practitioner. **(see steps below for someone who is conscious)**

**Conscious**

- Remove the participant from the activity immediately.
- If signs are observed or symptoms are reported, **a concussion should be suspected**.
- If a concussion is not suspected (i.e., signs are not observed and symptoms are not reported), the participant may resume physical activity; however, if applicable, a parent/guardian should be contacted and informed of the incident.\*
- If applicable, contact the parent/guardian and inform them of the injury and the need to be examined by a medical doctor or nurse practitioner.  
Stay with the injured participant until a parent/guardian or emergency contact arrives.
- Monitor and document any physical, emotional and/or cognitive changes.
- 

\* Remember: signs and symptoms of concussion may appear within hours or days of the injury.

For a Participant who is Conscious:

- **If in doubt, sit them out.**
- Do not administer medication (unless conditions require it – e.g., insulin for diabetics).
- If applicable, ensure a parent/guardian is aware that he/she must inform the coach, administrator and/or supervisor of the participant's condition (i.e., concussed or not concussed) prior to their return to physical activity.

**Note – Responsibility of Coach, Administrator and/or Supervisor**

If a participant has been identified as having a suspected concussion, it is the responsibility of coach, administrator and/or supervisor of that activity to notify all affected parties including the participant, a parent/guardian (when appropriate) as well as other coaches, administrators and/or supervisors of the suspected concussion. At this point the individual should not participate in any physical activity until he/she has visited a medical doctor or nurse practitioner.

**Note – Children/Youth Under the Age of 18**

If the participant identified as having a suspected concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Manitoba then that student's parent/guardian should contact their school principal. The school principal will then inform all school staff (e.g., classroom teachers, physical education teachers, intramural supervisor, coaches, volunteers) who work with the child/youth that the child/youth should not participate in any learning or physical activities until the parent/guardian reports back to the school principal.

**MEDICAL EXAMINATION:**

Following examination by a medical doctor or nurse practitioner and prior to the individual returning to physical activity, the coach, administrator and/or supervisor must be informed of the results.

- If **No Concussion is Diagnosed**: the participant may return to physical activities, or
- If a **Concussion is Diagnosed**: the medically supervised gradual Return to Physical Activity (R2P) plan is put in place (**see Appendix B for Return to Physical Activity Flow Chart**).

**Note – Parent/Guardian Responsibilities for Children/Youth Under the Age of 18**

If the participant identified as having a concussion is under the age of 18 and currently attending a publicly funded elementary/high school in Manitoba, it is the responsibility of that individual's parent/guardian to notify his/her school principal.

**RETURN TO PHYSICAL ACTIVITY (R2P) (following a diagnosed concussion):**

A participant with a diagnosed concussion follows a medically supervised and individualized gradual Return to Physical Activity (R2P) plan.

It is critical to recovery that the individualized R2P plan be developed through a collaborative team approach. This team should include:

- the concussed individual
- her/his parents/guardians (if applicable)
- his/her coach, administrator and/supervisor
- school staff, including teachers, coaches etc. (if applicable)
- a medical doctor or nurse practitioner

Ongoing communication and monitoring by all members of the team will be essential to successful recovery.

**Note – Children/Youth Under the Age of 18**

If the concussed participant is under the age of 18 and currently attending a publicly funded elementary/high school in Manitoba then that student's parent/guardian should contact their child's school principal.

### **R2P – Step 1**

The first step in the medically supervised gradual R2P plan is for the individual to have:

- limit cognitive activities which provoke symptoms (e.g., activities requiring mental concentration such as reading, television, video games, texting) and physical (e.g., activities requiring physical exertion) rest until her/his symptoms begin to show improvement (minimum of 24 hours). This is determined by the medical doctor or nurse practitioner in consultation with the concussed individual and parent/guardian (if applicable).

Additional Information:

- The most important treatment for concussion is rest (i.e., cognitive and physical).  
A child/youth does not attend school during **R2P – Step 1**.

#### **Note**

In order to proceed to **R2P-Step 2**, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### **R2P – Step 2**

**Activity:** Individual light aerobic exercise only (e.g., walking or stationary cycling).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages).

No participation with equipment or with other participants. No drills. No body contact.

**Note** - In order to proceed to **R2P – Step 3**, the concussed individual or parent/guardian (if applicable) must report back to his/her coach, administrator and/or supervisor that he/she is symptom free.

### **R2P – Step 3**

**Activity:** Individual sport specific exercise only (e.g. running, skating, shooting).

**Restrictions:** No resistance/weight training. No competition (including practices, scrimmages). No body contact, no head impact activities (e.g., heading a ball in soccer), or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

### **R2P – Step 4**

**Activity:** Activities where there is no body contact (e.g., dance, badminton, volleyball). Light resistance/weight training. Non-contact practice and non-contact sport specific drills (e.g., ball drills, shooting drills).

**Restrictions:** No activities that involve body contact, head impact (e.g., heading the ball in soccer) or other jarring motions (e.g., high speed stops, hitting a baseball with a bat).

#### **Note**

**Medical Clearance:** In order for a concussed individual to move from R2P Step 4 to R2P Step 5 he/she must provide written documentation from a medical doctor or nurse practitioner to his/her coach, administrator and/or Supervisor. The documentation must indicate that the individual is symptom-free and able to return to full participation in physical activity before he/she can proceed to **R2P – Step 5**.

**R2P – Step 5**

**Activity:** Full participation in regular physical activities in non-contact sports. Full training/practices for contact sports.

**Restrictions:** No competition (e.g., games, meets, events) that involve body contact.

**R2P – Step 6 (Contact Sports only)**

**Activity:** Full participation in all physical activities, including contact sports.

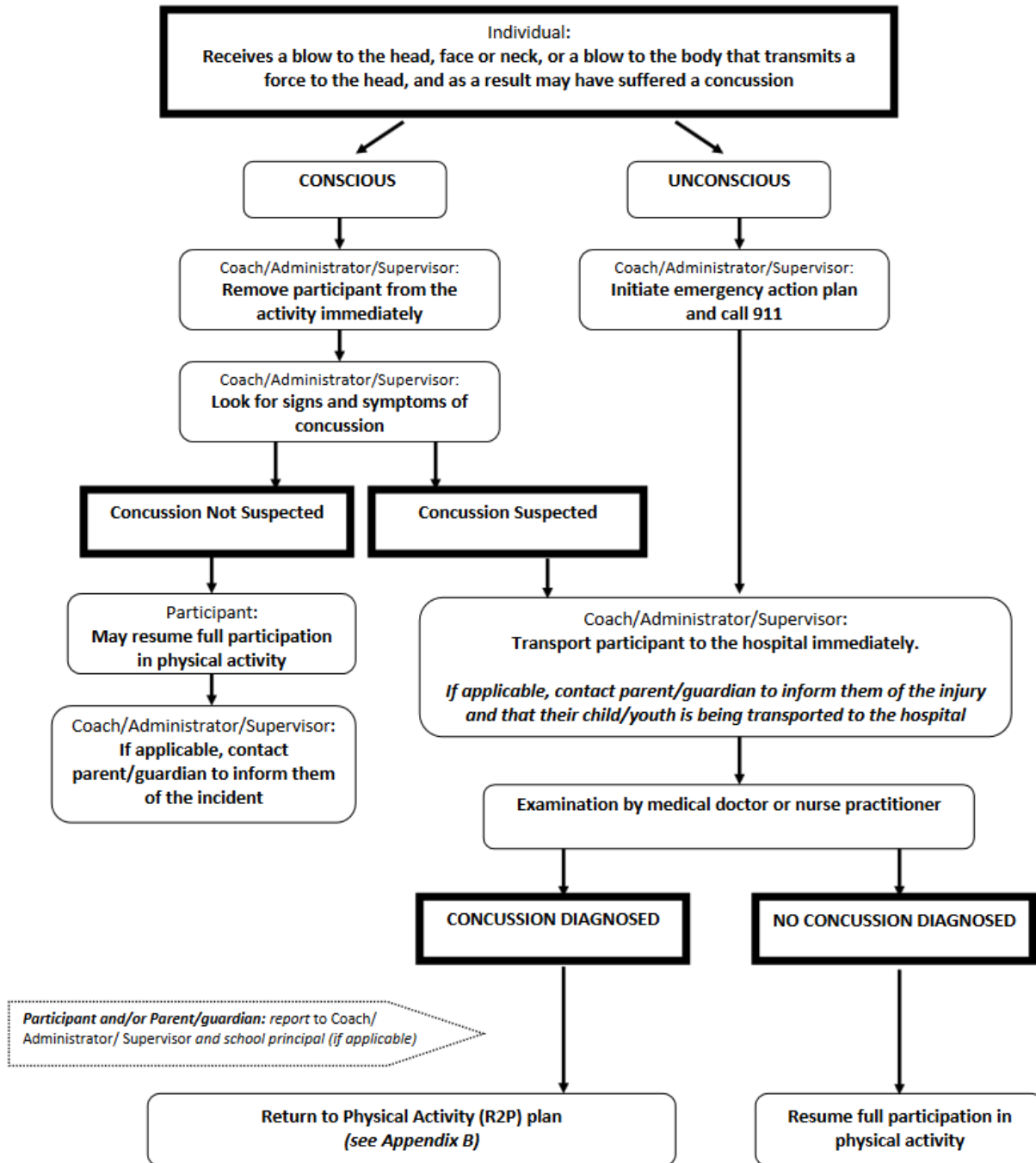
**Restrictions:** None.

**Additional Information:**

- Physical activities can cause concussion symptoms to reappear.
- Steps are not days – each step must take a minimum of 24 hours and the length of time needed to complete each step will vary based on the severity of the concussion.
- The concussed individual should be regularly monitored regularly for the return of any signs and/or symptoms of concussion.

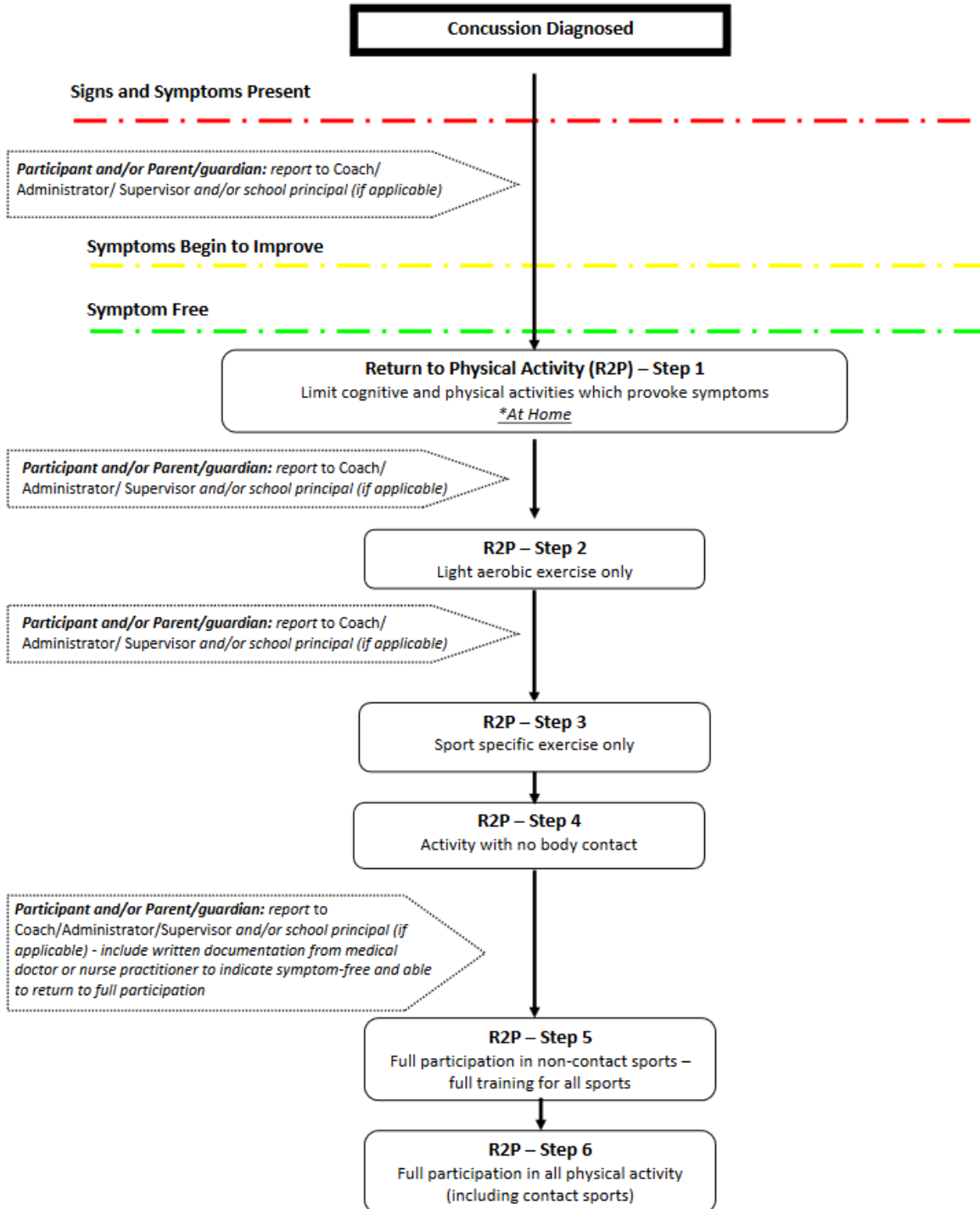
**Ministry of Tourism, Culture and Sport – Concussion Guidelines\***

**Appendix A: INITIAL RESPONSE – Removal from Physical Activity**



Ministry of Tourism, Culture and Sport – Concussion Guidelines\*

Appendix B: RETURN TO PHYSICAL ACTIVITY (R2P)



If signs and/or symptoms return, consult with the medical doctor and/or nurse practitioner.

**10.3 Liabilities**

- (a) No Directors of the Association shall be liable for the acts, receipts, neglects or defaults of any other director or employee or for joining in any receipt or act for conformity or for any loss, damage or expense sustained by the Association through the insufficiency or deficiency of title to any property acquired by the Association or for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person including any person with whom any moneys, securities or effects of the Association may be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or damage resulting from any dealing with any moneys, securities or other assets belonging to the Association or for any other loss, damage or misfortune whatsoever which may occur in the course of the execution of the duties of their respective office or trust or in relation thereto unless the same shall be occasioned as a consequence of his own wrongful and willful act, neglect or default.
  
- (b) Every person in their capacity as a Director, Employee, or Agent of the Association and every person who has undertaken or is about to undertake any liability on behalf of the Association and their executors, administrators, estate, heirs and assigns shall, from time to time and without unreasonable delay, be respectively indemnified and saved harmless out of the funds of the Association from and against.
  - (i) All costs, charges and expenses whatsoever which they sustain or incur in any action, suit or proceeding which is commenced against them in respect of any act, deed, matter or thing whatsoever made, done or permitted by them in the Board of Directors of the duties of their office, employment or agency or in respect of any such liability; and
  
  - (ii) All other costs, charges and expenses which they sustain or incur in relation to the affairs of the Association, except such costs, charges or expenses as are occasioned by their own willful act, neglect or default.

**11.****TRAVEL POLICY****11.1 Provincial Champions**

- (a) Each year Squash Manitoba will endeavor to ensure sufficient funds are available to send Manitoba provincial champions to represent the province at Senior Nationals, Men's Canadian Teams, Women's Canadian Teams, Canadian Master's Team Championship and Canadian University Championship. Juniors are supported under the Junior Provincial Team Program.
- (b) For the Men's Canadian Teams, Women's Canadian Teams, Canadian Master's Team Championship and the Canadian University Championships, the Executive Director is responsible for making flight arrangements, hotel bookings and entries.
- (c) For the Senior Nationals Championships all individuals are responsible for making their own flight arrangements, hotel accommodations and submitting their own entry forms to the host committee. Receipts must be forwarded within thirty (30) days of the completion of the funded event. Squash Manitoba will not provide reimbursement of costs unless the above requirements are met.
- (d) Athletes may only access travel funding from one budget for tournament travel. When subsidies are differed from designated tournament to another only one grant amount may be requested

**11.2 Special Requests**

- (a) Squash Manitoba retains the right to allocate travel funding to specific individuals who do not meet the various forms of travel funding criteria. The Squash Manitoba Board of Directors, on receipt of a written application, will consider all such requests.
- (b) Request must be received by the Executive Director at least thirty (30) days prior to the requested travel date and must include:
  - a formal written request for assistance
  - dollar amount required
  - justification for consideration under this category.
- (c) A High Performance (PSA & WSA) travel grant may be available to an athlete making a serious commitment to Professional (PSA/WSA) play who attends more than 3 out of Province tournaments. Travel receipts must be submitted in order to receive reimbursement.
- (d) Sponsorship of an individual is not permitted.
- (e) An athlete who receives financial support from Squash Manitoba must identify as a Manitoban in the year financial support is given.
- (f) The board will determine the potential and level of funding for each athlete based on their involvement, volunteerism and propensity to support Squash Manitoba in their endeavours and growth mandates.



**11.3 Travel Assistance for Administrative Purposes (Provincial)**

- (a) Travel assistance will be provided to those individuals who reside outside of Winnipeg, and who represent clubs located in rural Manitoba, to attend meetings organized and operated by Squash Manitoba. Assistance will be available to cover mileage at 28 cents per kilometer.
- (b) Funding will be provided for:
- Meetings of the Squash Manitoba Board of Directors
  - any Special General Meeting
  - any Annual General Meeting
  - any Special Meeting (program/project specific).

Receipts, mileage, and an invoice must be forwarded to the Squash Manitoba provincial office within forty five (45) days of the event in question.

**12.****COMMITTEES****12.1 Description and General**

- (a) Committees are established for key areas of Squash Manitoba business and activity to assist the Executive with furthering the objectives of the Association.
- (b) On an annual basis each committee is responsible for establishing their objectives, programs and budgetary requirements, which shall be presented to the Executive for approval. Committee activities may include policy changes within their area of jurisdiction.
- (c) Committees shall meet on an "as necessary" basis to accomplish their tasks.

General Committee areas for Squash Manitoba may include the following:

- |  |   |
|--|---|
| 1. Adult Programs<br>- Masters Coordinator<br>- Women's League Coordinator       | 4. Marketing & Communication                                |
| 2. Grassroots/Development<br>- Junior Development Coordinator<br>- School Squash | 5. Constitution/Policy<br>- Long Range Plan<br>- Nominating |
| 3. High Performance  | 6. Officiating & Coaching                                   |
| 4. Technical Coordinator<br>Rankings   |   |

**12.2 Committee Activities**

- (a) With the exception of the Nominating and Constitution Committees, an approximate schedule will be followed for Committee Activities in any given year:
- Chairperson appointed: September
  - Committee formed (if necessary): September
  - Program and budget compiled: June
  - Program and budget submitted to the Board: June
  - Program implementation: September-May
  - Program review: December
  - Presentation of year activity and recommendation for following year: September
- (b) Although some activities may not require a full committee structure, each Chairperson is at liberty to "build" their committee to best suit its needs. Generally speaking, however, committees should be limited to five (5) people: the Chairperson plus four others. Committee members should, whenever possible, be drawn from different member clubs. Unless otherwise specified herein activities of a chairperson and/or Committees shall be taken to have the same meaning.

### **12.3 Master's Program Coordinator**

Established to promote and further the best interests of squash for masters (30 years and older) all levels of male and female master squash players.

The Masters Committee shall:

- (a) Be comprised of the Coordinator and, if necessary, no more than four (4) others who shall be drawn from a variety of clubs/facilities in Manitoba. The Coordinator shall preside at all meetings of the Masters Committee and shall exercise general supervision and control of the committee.
- (b) Promote and encourage the participation and development of masters squash players of all skill levels.
- (c) Represent the interests of masters squash players in Manitoba and to present views, opinions and decisions and recommendations for policy as it relates to masters players.
- (d) Design, develop and implement, on a yearly basis, a series of programs and activities (clinics, coaching, social events, tournament, competitions, etc.) geared to the needs of masters squash players.
- (e) Present an activity plan with an accompanying budget to the Council, in September, for approval.
- (f) Communicate with all squash clubs in Manitoba to advertise the services and availability of programs, through the Masters Committee, that may be of benefit to club membership.
- (g) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.

### **12.4 Women's League Coordinator**

Established to promote and further the best interests of squash for women in Manitoba and be responsible for encouraging development for all levels of female squash players.

The Women's League Committee shall:

- (a) Be comprised of the Coordinator and, if necessary, no more than four (4) others who shall be drawn from a variety of clubs in Manitoba. The Coordinator shall preside at all meetings of the Women's League Committee and shall exercise general supervision and control of the Committee.
- (b) Designate a Board member to report on Women's League activities.
- (c) Promote and encourage the development of female squash players at all skill levels.
- (d) Represent the interests of female squash players in Manitoba and to present views, opinions and decisions and recommendations for policy.
- (e) Design, develop and implement, on a yearly basis a series of programs (clinics, coaching, tournaments, social events, etc.) geared to the needs of female squash players. To present the activity plan, with an accompanying budget, to the Board of Directors, in September, for approval.
- (f) Submit monthly reports to the Board members, a written yearly report to the A.G.M., and articles for the Squash Manitoba website if so requested by the Editor.
- (g) Ensure communication with all squash clubs in Manitoba to advertise the services and availability of programs, through the Women's League, that may be of benefit to club membership.

## **12.5 Interclub League**

The following policies establish the rules and guidelines governing the conduct of the Squash Manitoba Interclub League hereafter referred to as the "League". The League operates under the authority of Squash Manitoba, and is managed on its behalf by an appointed representative known as the Interclub League Coordinator. The Interclub League Coordinator is appointed by September 1 of each year.

### **League Objective**

The objective of the League is to promote the game of squash by encouraging friendly competition and social interaction between various Squash Manitoba clubs.

### **Conduct of the Interclub League**

The League is normally conducted between October and April on Wednesday evenings from 7:00 pm to approximately 9:00 pm, followed by a social gathering at a location to be determined by mutual consent among the players present. Teams in the League compete in a multiple round-robin draw. The team winning the most points at the end of the final round robin draw shall normally earn a first-round bye in the Closing Tournament. The closing tournament is a double elimination draw event that includes a consolation round.

### **Teams/Players/Fees**

**Composition** Teams in the Interclub League shall be comprised of six (6) adult players ranging in skill levels from B to E. Each team is to field 3 players at the B/C level and 3 players at the D/E level for each evening of competition, and all teams shall designate one member as Team Captain. Team rosters are to be submitted to the League coordinator prior to the start of each season, and may include as many spares as deemed necessary.

**Eligibility** Players listed on each Team roster will be confirmed as current members of Squash Manitoba prior to the start of League matches. Players who are not members will be deemed ineligible. Any points earned by ineligible players will be disallowed and a default "win" given to the opposing team. A "one time" exemption will be applied to new players who do not possess a valid Squash Manitoba membership that join the league after team rosters have been submitted and verified. These players may compete as eligible players for a single evening for the purposes of confirming their interest in continuing with the League. All subsequent matches by this team member must be played with a valid Squash Manitoba membership or they will be deemed ineligible.

**Spares** Players available to compete in the League but not assigned to any one team shall be placed on a Spares List. All players must compete at the highest level achieved according to current Squash Manitoba rankings. Players who are not ranked by Squash Manitoba shall compete at a level consistent with their general skill level, as agreed to by the captains of both teams involved. All team members (including spares) shall be current paid members of Squash Manitoba or their match results will not be counted. Team Captains are permitted to recruit spares as necessary to produce a full roster for each evening of competition, provided that person is a member of Squash Manitoba and their skill level (if not previously assigned by the Squash Manitoba ranking system) is established by mutual consent of both team captains.

Fees Each Team will be assessed a fee at the start of the season by the Men's League Coordinator with approval from Squash Manitoba. Team Captains will receive an invoice from Squash Manitoba and will be required to collect and remit this fee in a timely manner, prior to the start of the season. Team fees are used to offset the costs of conducting the Interclub League including social events, tournaments, trophies, and court/equipment costs.

### **Conduct of Matches**

Winners of individual matches shall be determined on the basis of the best 3 of 5 games. All games shall be scored using the approved Squash Manitoba scoring system, which commencing with the 2009-2010 season is the Point-a-Rally System to 11 (PARS 11). Games that reach a 10-all tie shall continue until one player achieves a 2-point clear advantage, at which point they shall be declared the winner, i.e., 18-16.

Scoring Team scoring is based on the total number of games won in any match plus match points. Each game won is worth a single point, and the winner of each match receives an additional point. All 6 match results are added to provide team totals for each evening of competition. The League organizer (or their designated representative) shall track all match results throughout the season to determine team standings and the final placing of each team at the end of the final round robin draw.

Defaults Players must compete in a full match (best 3 of 5) in order to earn individual ranking points. Default matches result in a 4-0 score for the player who did not default. In most cases, defaults occur when one player fails to arrive in time for scheduled matches (i.e., arrives later than 60 minutes after the commencement of play on any one evening) and is listed as a "No Show". In these instances only, points awarded to the opponents will count towards the team totals but not their individual ranking. When one player is declared "Ineligible" but does complete a match, the eligible player will continue to earn points towards his individual ranking should he or she successfully defeat the ineligible player. Otherwise, the default score of 4-0 shall be applied.

Players arriving more than 60 minutes late for a scheduled match shall be considered in default, unless prior arrangements have been made with the opposing team captain.

Handicaps Players competing against others at a level higher or lower than their present skill level may use the Interclub Handicapping System. Team Captains and affected players are to make this decision before the start of the match. Players at the lower level are provided a 4-point advantage at the start of each game. All games using the handicapping system are played to PAR 15. At 14-all, the game shall continue until one player achieves a 2-point clear advantage, at which point they shall be declared the winner. Handicaps shall normally be applied only between players separated by no more than one skill level.

**Team Captains**

Team Captains are responsible for:

- Providing a complete list of team members/spares to the League organizer prior to the start of each season.
- Ensuring that all team members are aware of the Interclub Schedule, game times and general conduct during competition.
- Ensuring all team members are also current members of Squash Manitoba.
- Contacting the opposing team captain the day before scheduled matches to confirm the number of players that will be competing in their upcoming match.
- Organizing make-up matches for all missed or deferred matches with the opposing team captain.
- At the end of each evenings matches, the winning team captain shall submit the results of all matches played to the League Organizer by email or telephone/fax by close of business the next day.
- All score sheets must be complete, including names of missing/defaulted players.
- Collecting the team fee and submitting it to Squash Manitoba, 145 Pacific Avenue Winnipeg, MB,R3B 2Z6 (204) 925-5661 (ATTN: Interclub).

**Interclub Web Site**

The League Coordinator shall be provided with an account name and password in order to access the Squash Manitoba Men's Interclub micro site. Part of the Squash Manitoba main site, the Interclub micro site is used to post information and updates concerning the League, including such things as the annual calendar of events, Team standings, news items and team rosters.

The Coordinator will receive any training required in order to become proficient in the use of the web site.

**12.6 Grassroots Coordinator**

Established to design, develop and promote programs and activities that meet the needs and serve the interest of all male and female junior squash players in Manitoba under nineteen (19) years, not included on the Junior Provincial Team.

The Grassroots Coordinator shall:

- (a) Develop and implement a junior development program geared to the needs of all age groups and skill levels.
- (b) Work and cooperate with Manitoba Squash Clubs to promote the interests of junior aged players.
- (c) Promote and implement the Squash Canada Skill Awards Program.
- (d) Provide opportunities so junior players can test their skills and abilities in a non-threatening environment.
- (e) Assist in identifying elite or potentially elite junior players worthy of inclusion on the Junior Provincial Team.
- (f) Develop a yearly budget for the Grassroots Program.
- (g) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba Website.
- (h) Evaluate the Grassroots Program at year end and make recommendations for the following season.
- (i) Assist in the organization and operation of the Provincial Junior Championships.

**12.7 School Squash Coordinator**

The School Squash Program is designed to introduce students in Manitoba Elementary, Junior High and High Schools to the game of squash, promote the game as a lifetime activity, and provide such programs as are necessary to ensure their continued participation in the sport.

The School Squash Coordinator shall:

- (a) Design a program geared to the specific needs of young adults, aged eight (8) to eighteen (18) years of age; to include:
  - an introduction to the sport
  - an opportunity to learn basic squash skills
  - an opportunity to play squash
  - an opportunity to test newly acquired skills
  - an opportunity to remain involved in the sport.
- (b) Develop such support materials as are necessary to conduct the School Squash Program effectively.
- (c) Ensure the basic equipment required to play squash is available at a minimal charge to participants, i.e. racquets, balls, eyeguards.
- (d) Contact schools and all Clubs/Facilities in Manitoba to invite them to participate in the program.
- (e) Set such limits on the program as are necessary to ensure its effective and efficient operation within the limits of Squash Manitoba's financial and manpower resources.
- (f) Ensure sufficient stocks of materials are available at the Provincial Office to operate the program.
- (g) Identify and train a sufficient number of clinicians to operate the program.
- (h) Communicate and follow-up with schools/clubs/participants to ascertain their reaction to the program and their future requirements for continued involvement.
- (i) Publicize the School Squash Program via teacher's "in-service days", "S.A.G. Conferences", websites, phys-ed supervisors, etc.
- (j) Design and document a yearly program, with a supporting budget, for approval by the Council at their September meeting.
- (k) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.
- (l) Control and supervise the program and clinicians to ensure the content and standards set for the program is met.

**12.8 Coaching and Officiating Committee****12.8.1 Coaching**

The Coaching Chairperson is responsible for the development and implementation of all National Coaching Certification Programs, and Provincial level coaching activities.

The Coaching Chairperson shall:

- (a) Ensure that sufficient certified coaches are trained to meet the needs of the Manitoba Squash community.
- (b) Chair any meetings of Manitoba based coaches if necessary.
- (c) Ensure that all N.C.C.P. activities meet the standards set by the Coaching Association of Canada.
- (d) Remain current on and ensure that Squash Manitoba take advantage of all financial, promotional, technical and administrative assistance provided by Coaching Manitoba and Sport Manitoba.
- (e) Remain current on technical materials and procedures necessary for training qualified coaches.
- (f) Ensure sufficient stocks of materials and support items are on hand at the provincial office.
- (g) Submit all relevant N.C.C.P. paperwork to the Coaching Manitoba, Sport Manitoba, Squash Canada and Coaching Association of Canada and ensure proper records are maintained at the provincial office.
- (h) Maintain a current, accurate list of all Manitoba coaches, their address, phone numbers and level of certification.
- (i) Develop a yearly activity plan and budget for presentation to the Squash Manitoba Board, in September, for consideration and approval.
- (j) Report verbally, on a monthly basis, to the Board of Directors and provide a written report to the A.G.M.; and to submit articles for the Association Website if so requested.
- (k) Communicate to all member clubs the benefits and availability of the coaching certification program.



### **12.8.2            Officiating**

The Officiating Chairperson is responsible for designing, coordinating, and implementing refereeing/officiating training programs, to increase and upgrade the number and level of officials in Manitoba and to evaluate potential changes in the rules of squash.

The Officiating Chairperson shall:

- (a)     Implement and monitor a formalized certification program.
- (b)     Design, implement and monitor a system of rules clinics.
- (c)     Provide a system whereby officials may upgrade themselves to a higher level.
- (d)     Standardize the interpretation of the rules throughout Manitoba.
- (e)     Assist squash players by ensuring all matches are judged fairly.
- (f)     Report on proposed rule changes to the Squash Manitoba Board of Directors and Membership and the possible impact of said changes.
- (g)     Produce, and update as necessary, a simplified rules pamphlet to be available at all tournaments and rules clinics: and such other support material as may be necessary.
- (h)     Assign officials for Manitoba Provincial Championships, if so requested by the host committee.
- (i)     Be the Referee-In-Chief, responsible for all officiating activities, at any national caliber tournament/event hosted by Squash Manitoba, except where Squash Canada Rules and Regulations take precedent.
- (j)     Communicate with all Squash Manitoba Clubs to ensure that the membership is aware of the officiating programs and services available and utilizes same.
- (k)     Ensure a sufficient supply of rule books and other support material is kept in stock at the provincial office.
- (l)     Develop a yearly activity plan and projected budget for presentation to, and approval by, the Squash Manitoba Council in September each year.
- (m)     Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.
- (n)     Ensure standards and procedures for certification of officials and accreditation of instructors and examiners are upheld.
- (o)     Appoint assistant provincial examiners, if required.
- (p)     Stay abreast of the Manitoba Government/Squash Canada guidelines, criteria and assistance, as they pertain to officiating, and to utilize those services for the best interest of Squash Manitoba.

### **12.9                Communication/Website**

The Website Editor is charged with the responsibility of providing information to communicate to the Squash Manitoba e-news contacts, news, information and other items of interest to keep the squash community informed of Squash Manitoba projects, programs, activities and services.

The Website Editor shall:

- (a) Publish quarterly issues of the Squash Manitoba Website in each season.
- (b) Create a printed copy to be kept at the Squash Manitoba Office
- (c) Proofread all articles to ensure the printed copy is in good taste and not detrimental to the interests of Squash Manitoba.
- (d) Establish publication dates, deadlines and do the necessary communication and follow-up with contributors to ensure timelines are met.
- (e) Establish the format of the Website for the upcoming season in May of any given year for approval by the Squash Manitoba Board of Directors.
- (f) Remain current on the print shop capabilities at the Sport Manitoba and to utilize their services to the best advantage of Squash Manitoba.
- (g) Obtain the following items for inclusion on the Website:
  - Who Is Squash Manitoba?
  - Board
  - Member Clubs
  - Officials
  - Coaching
  - Rules
  - Technical Information
  - Funding
  - Contact Us
  - Links
  - Privacy Policy
  - History of Squash in Manitoba
  - Membership/Registration
  - VPI (Volunteer Participation Initiative)
  - By-laws and Policies
  - Tournament Information
  - Rankings
  - Programs
  - Newsletters
  - Miscellaneous
- (h) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.

**12.10 Fund Raising Chairperson**

The Fundraising Chairperson for Squash Manitoba is responsible for raising discretionary revenue to assist in the general operation or a specific project of the Association. Coordinate National Trust Fund requests according to Sport Manitoba policies and procedures.

The Fundraising Chairperson shall:

- (a) Coordinate all activities related to the operation of fundraising events or projects
- (b) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.
- (c) Liaise with the member clubs to, whenever possible, ensure cooperation with and use of club facilities, to run fundraising events, ventures, etc.
- (d) Build a committee with a maximum of five (5) members drawn (if possible) from different clubs.
- (e) Develop a program of events and dates each year for presentation to the Board of Directors in September.
- (f) Develop a budget for each project area, and a budget for yearly operation, to be presented to the Board of Directors in September of each year.
- (g) Provide articles for the Squash Manitoba Website, relevant to fundraising activities, if so requested by the Website Editor.
- (h) Present a written report to the Squash Manitoba Board of Directors at the Annual General Meeting and submit articles, on request, for the Squash Manitoba website.

**12.12 Constitution/Policy Review Committee**

The purpose of the Constitution/Policy Review Committee is to ensure the written documentation governing Squash Manitoba's operation accurately reflects the practices of the Association.

- (a) The Committee shall be comprised of:
  - The Chairperson; who shall be the Vice President of Squash Manitoba or another Board of Directors member
  - Up to two other individuals selected from the Squash Manitoba Board of Directors
- (b) The Committee is responsible for:
  - (i) Ensuring the Policy and Procedure Manual is updated accurately when policy is changed, amended, added, deleted, etc. and to send all Board of Directors Members and member clubs copies of updates.
  - (ii) Undertaking a review of the Constitution and By-Laws on an annual basis (prior to the AGM) to ensure that rules governing the operation of Squash Manitoba are relevant to current situations and that the processes set down in the Constitution and By-Laws are reflected in our Policy and Procedure and/or vice versa.
  - (iii) Informing the Squash Manitoba Board of Directors the contents of the Constitution and Policy documents, to inform those concerned on the use of same, and the method of amending/changing the written policy and/or rules governing Association operation.

**12.13 Nominating Committee**

**12.13.1 Purpose**

- (a) The objective of Squash Manitoba's Nominating Committee shall be to ensure the continued direction of the Association through the nomination of qualified candidates for positions on the Squash Manitoba Board of Directors.
- (b) The Nominating Committee shall be composed of three (3) people:
  - The Chairperson, who shall be the Immediate Past President
  - Two other individuals; drawn from two different member clubs and selected by the Chairperson with the approval of the Board of Directors.
- (c) The Nominating Committee will be formed in February of each year and dissolved after the Annual General Meeting.
- (d) In the event the Immediate Past President of Squash Manitoba is unable to chair the Nominating Committee, the Squash Manitoba Board of Directors will select an alternate, to be approved by Board of Directors.

**12.13.2 Responsibilities**

The Nominating Committee is responsible for:

- (a) Developing an outline of criteria upon which the committee would select candidates for nomination as the Board of Directors.
- (b) Seeking suitable candidates to fill positions on the Board and to present their nominations to the Board of Directors and Annual General Meeting.
- (c) Notifying the Squash Manitoba Board of Directors of the proposed slate of directors by presenting to the Secretary no later than thirty (30) days prior to the last Annual General Meeting the names of those put forward, plus background information on each candidate.
- (d) Obtaining from nominated candidates written notice that they are willing to stand for the stated position.
- (e) Sending to each member club a notice of the proposed slate, the process for submitting further nominations and the acceptance of nomination from the floor at the A.G.M. The notice will also include the date, time and location of the Annual General Meeting.

**12.14 Management Committee**

The Management Committee, which reports to the Board of Directors, consists of the President, Past President, Vice President and Treasurer and is responsible for all matters dealing with the employment of the Executive Director.

The Management Committee shall:

- (a) Supervise the work of the Executive Director.
- (b) Carry out a yearly job evaluation for the Executive Director.
- (c) Approve salary increases and/or bonuses to be paid on a yearly basis.
- (d) Supervise the work hours of the Executive Director.
- (e) Deal with any conflicts/problems, etc. related to the employment of the Executive Director.
- (f) Review job description of the Executive Director, yearly or as required.
- (g) Liaise with the Executive Director regarding his/her role and responsibilities.
- (h) Should the position of Executive Director become vacant; advertise, interview and hire a replacement.
- (i) Work with Sport Manitoba regarding all matters relating to the staff benefits program and terms of employment.

**12.15 Technical Coordinator**

To ensure provincially sanctioned squash tournaments are coordinated and to ensure policy is set on tournaments; develop and implement an accurate provincial ranking system designed to meet the needs of regular tournament players.

The Technical Coordinator shall:

- (a) Compile a provincial tournament schedule for all sanctioned competitive events. This schedule shall be compiled during June and July and finalized in August. It shall be distributed to all Member Clubs and Squash Canada and updated as necessary throughout the year.
- (b) Compile, set-up and organize a yearly tournament poster. This will be forwarded to Squash Manitoba for printing.
- (c) Liaise with Member Clubs, as required, to provide assistance to ensure sanctioned tournaments are run in accordance with Squash Canada/Squash Manitoba rules and regulations.
- (d) Formulate policy, in cooperation with member clubs, to be presented to the Squash Manitoba Board, to better organize/operate sanctioned tournaments in Manitoba.
- (e) Distribute the "How to Organize a Tournament" Manual if required.
- (f) Ensure, in cooperation with Member Clubs, that players entering sanctioned tournaments compete in the correct skill/age categories.
- (g) Be on hand at a tournament site, if required, to assist organizing committees with matters of policy, discipline etc.
- (h) Collect, collate and tabulate the results from all sanctioned tournaments to update the ranking system after each tournament. These will be through Squash Canada Data & Tournament Software program.
- (i) Post current rankings to all clubs when received.
- (k) Post the formula for calculating rankings on Squash Manitoba's website.
- (m) Distribute to all players being upgraded due to improved performance the appropriate notification outlining reasons and future requirements. (See Article 17.1 - Upgrading Criteria).
- (n) Report to the Squash Manitoba Board of Directors at meetings, submit a written report to the Annual General Meeting and supply articles to the Website Editor on request.

## **12.16 High Performance Committee**

### **12.16.1 Mandate**

On behalf of Squash Manitoba, the High Performance Committee's primary purpose is to support, when required, the direction of the high performance programs from a technical and planning perspective. High Performance Programs consist of Senior Team Program, Junior Provincial Team Program, Canada Winter Games Team Program and Masters Team Program.

### **12.16.2 Composition**

1. The committee will consist of a minimum of 3 voting members to a maximum of 5 voting members.
2. The committee will select a chairperson who is also a voting member.
3. Committee members will be made up of representatives from the High Performance Programs being: Senior Team Program, Junior Provincial Team Program, Canada Winter Games Team Program and Masters Team Program.
4. Each committee member must be a member in good standing with Squash Manitoba.
5. The President, Provincial Team Coach and Executive Director will be ex-officio members of the High Performance Committee.

### **12.16.3 Meetings and Minutes**

1. Meetings will be held at the call of the Chair of the High Performance Committee on not less than seven (7) days notice. Meetings shall be held when necessary.
2. Minutes of each meeting will be kept in accordance with Squash Manitoba's policies and procedures.
3. The Squash Manitoba President may also call meetings.
4. All High Performance Committee decisions will be forwarded to the Squash Manitoba Board as recommendations.

### **12.16.4 Areas of Responsibilities**

1. To provide support to the High Performance Programs.
2. To identify common problems, issues and solutions among the High Performance Programs and make recommendations to enhance the program.
3. To receive and review all written concerns/complaints and decide on whether or not there are sufficient grounds to the matter at hand.
4. If sufficient grounds are identified the committee will investigate, make a decision and provide a written response back to the complainant.
5. If sufficient grounds are not identified the complainant will receive a written response stating there are insufficient grounds and that the matter is closed.

**13. PROVINCIAL SENIOR AND MASTERS TEAMS****13.1 Criteria for Membership**

In order to receive financial assistance for travel, training, coaching, equipment, etc., regarding participation and involvement on any Squash Manitoba Provincial team, players must meet certain criteria regarding residency; they must also demonstrate support of the P.S.G.B. The teams affected by these criteria include:

- Men's Provincial Senior Team (Team Championships)
- Women's Provincial Senior Team (Team Championships)
- Canadian University Championships
- Masters Provincial Team (Team Championships)
- Junior Provincial Team
- Junior & Senior Representatives to the National Championships

**13.1.1 Residency**

No player is eligible for inclusion on a Squash Manitoba Provincial Team unless he/she

- has been a resident of Manitoba or is a full time student at a recognized educational facility for a minimum of ninety (90) days prior to the date of the applicable event.
- Out of Province \*National Squad/Team members are an exception and are eligible to participate.

**13.1.2 Support of P.S.G.B.**

Players will not be eligible for inclusion on a Squash Manitoba Provincial Team if:

- they do not meet the ranking requirements
- they do not support the goals and objectives of Squash Manitoba.



## 13.2

### Provincial Senior Teams

#### 13.2.1 Senior Men's and Women's Senior Team Selection Process

- Squash Manitoba shall post notifications available to Squash Manitoba members in competitive standing (the "Members") at the commencement of each competitive squash season to inform the Members of the criteria for the selection of the respective Men's and Women's Senior Provincial Team (the "Team").
- The Team shall be selected by the Board of Directors of Squash Manitoba (the "Board") by or before January 1st of each year. The Team selection is at the complete discretion of the Board after consideration of the criteria for selection, as follows:
  1. The Member's provincial, national and international rankings for the previous and current competitive seasons;
  2. The Member's results from Squash Manitoba and Squash Canada sanctioned tournaments for the previous and current competitive seasons;
  3. The Member's results from head-to-head matches with other Members; and
  4. Whether the Member has competed in at least two of the previous four Squash Manitoba sanctioned tournaments; and
  5. Any other factors or results that the Board deems relevant.

Three Members and an alternate shall be selected for each Team by notification from the Board. In the event that one of the selected Team Members removes him or herself from the Team, or becomes otherwise unfit to play, the alternate shall replace the former Team Member.

Once the Team has been selected any appeals (in accordance with s. 15.2 of the Policies and Procedures Manual) shall be directed to the Board. After review and consideration of an appeal, the Board may deny the appeal, require a playoff match between two Members, or reverse its original Member selection for the Team. The Board's decision on appeal shall be final and binding. The Board shall provide reasons for its decision to the appellant Member, and all other Members affected by the Board's decision.

#### 13.2.2 The Canadian University Championships

- a) All team members must have participated in at least one Squash Manitoba sanctioned event within the past 12 months.
- b) The highest ranked athletes will be sent to represent Manitoba based on Squash Manitoba ranking.
- c) In circumstances when two equally ranked athletes apply Squash Manitoba can base their decision on:
  - a. Who they feel will best represent Manitoba on and off the court at the event.
  - b. Participation in Squash Manitoba sanctioned events.
- d) In a situation where there is not a competitive male or female applying for the team, two participants of the same gender can be sent to represent Manitoba.

#### 13.2.3 The Senior National Championships

The top 3 Male and top 3 female athletes who call Manitoba home will make up the team.

**13.3 Provincial Masters Teams**

Squash Manitoba will fund (air travel, entry fee, and accommodations) a masters men's and women's team to the Western Canadian Masters Team Championships, on a yearly basis as follows:

- a. The top male in the following age categories 40+, 45+, 50+, 55+, and the top female in the age categories 40+, 45+, 55+ (Ages determined by Provinces)
- b. The Men's and Women's teams will be based on criteria set by the Masters Committee. The committee will consist of a Men's and Women's captain who are active master squash players who are knowledgeable of squash and are aware of the caliber of play at the master's level. The Captains will pick their team based on the principle that they are picking the best team possible.
- c. All team members must be a member of Squash Manitoba and have participated in at least one Squash Manitoba sanctioned event within the past 12 months.
- d. The Executive Director will coordinate the following:
  - a. travel arrangements
  - b. registration forms
  - c. hotel accommodations
- e. Squash Manitoba will only cover the cost of air travel, entry fee, and accommodations for this program.

**14. Junior Provincial Team**

The Provincial Junior Team Program is designed to identify and train committed elite or potentially elite junior athletes to reach their potential through a year-round, fully comprehensive squash program as follows:

- (a) the program is governed and controlled by the Squash Manitoba Board through a Board Member.
- (b) the program is targeted to male and female junior players under nineteen (19) years of age.
- (c) the program includes all aspects of elite level, year round training, including:
  - technical
  - tactical
  - psychological
  - physiological
- (d) Squash Manitoba Board is responsible for selection and appointment of all staff positions.
- (e) all athletes on the program are assessed a registration fee and must sign an athlete's agreement/contract.
- (f) selection to the team is limited, so a try-out camp will be held in September of each year. Squash Manitoba will publicize the criteria necessary to be selected to the team and how and when to qualify. If agreed by Squash Manitoba, identified coach(es) team try-outs may be waived.
- (g) team staff will be comprised of:
  - Head Coach
  - Assistant Coach(es)
  - Team Manager
- (h) the Provincial Team Head Coach will provide such written reports, documentation, etc., as may be requested necessary to meet the standards of Squash Manitoba, Sport Manitoba or other funding bodies.
- (i) due to the scope of the provincial junior team budget, this area will be monitored and controlled by the Squash Manitoba Board and Executive Director.
- (j) the provincial team will compile a program outline and budget during June for submission and approval by the Squash Manitoba Board in September.
- (k) Squash Manitoba retains the right to suspend or remove team members from the program due to noncompliance of criteria, rules/regulations, etc.
- (l) Squash Manitoba retains the right to include new members to the team at their discretion in consultation with the coach(es).

## 15. VOLUNTEER PARTICIPATION INITIATIVE

In an effort to encourage volunteers to participate in fundraising activities for Squash Manitoba, the Volunteer Participation Initiative (V.P.I.) has been implemented by the Board.

### 15.1 Credit System

A Credit is a unit of volunteer time recognized by Squash Manitoba. Credits for obtaining coaching or refereeing certification and other related volunteer activities are earned as follows:

1. Obtaining Coaching Certification = 3 credits for each level
2. Obtaining Refereeing Certification = 3 credits for initial certification
3. Other volunteer contribution = at the discretion of the Squash Manitoba Board

VPI credits are not carried past the fiscal year (May 31<sup>st</sup>).

### 15.2 Benefits

Credits earned may be applied to the following benefits:

- (a) Travel Funding  
Airfare for Squash Manitoba members to approved out-of-province tournaments.
- (b) Player Development Clinics  
Covering the cost of attending.
- (c) Subsidized Tournament Entry Fees  
Subsidized entry fees for local and out of province open tournaments.
- (d) Squash Racquet/Squash Shoes/Clothing Subsidies  
Subsidized purchase of squash racquets, squash shoes or squash clothing.
- (e) Other Benefits  
Consideration will be given to other areas if specific requests are received. Level of assistance to be at Squash Manitoba discretion.

All benefits will be awarded upon approval of application. Receipts are to be kept at home as back up.

### 15.3 Restrictions and Limitations

- (a) No applications will be processed if the criteria are not met.
- (b) All applications and arrangements must be coordinated through the Squash Manitoba Office.
- (c) Must be current individual member of Squash Manitoba.
- (d) Application forms will be available in all clubs in Manitoba and from the Provincial Office. No application will be considered without the properly completed paperwork.

## 16. RECOGNITION

It is the policy of Squash Manitoba to recognize and acknowledge outstanding achievement in both its athletes and volunteers. Recognition will be given in three main areas:

- (a) Athletic Achievement
- (b) Volunteer Contribution
- (c) Special Situations
- (d) Wall of Fame – Squash Manitoba

### 16.1 Athletic Achievement

- (a) Athletic achievement will be recognized at the provincial, national and international levels by presentation of Sport Manitoba "Order of Sport Excellence".

Squash Manitoba will identify those to be recognized and ensure that the presentation of awards is carried out at a time when those being recognized may be acknowledged and congratulated by the squash community.

See Sport Manitoba Program Manual for a complete list of criteria.

- (b) Truly exceptional ability will result in nomination for the Manitoba Youth "Athlete of the Year" award. The Junior Provincial Team Coach will review such nominations and the Executive Director will process the necessary paperwork.

It must be noted that these awards are geared for internationally active competitors.

- (c) The Archie Chawla Award will be presented to an athlete in recognition of their achievements, who demonstrates commitment and hard work and shows a true love of the sport of Squash.  
The Junior Provincial Team Coach will determine the recipient and notify the Executive Director.

### 16.2 Volunteer Contribution

Significant volunteer contribution to Squash Manitoba will be recognized by the Squash Manitoba. The form of recognition and timing will depend on each specific set of circumstances but in general will confirm to the following process:

- (a) Outstanding Contribution  
Criteria to be considered when choosing the recipients could include:
  - contributions made to Squash Manitoba, or clubs in areas of organization;
  - contributions in specific areas of development of elite and technical levels;
  - contributions in general, in nature, eg. fundraising, special events, one time projects or activities, etc.
- (b) Service Awards  
A volunteer will be nominated each year for Squash Canada's Certification of Achievement Award.  
The Board will identify the recipients for each program year. Awards will be presented at the annual awards function.

(c) Manitoba Sports Hall of Fame

Elite level contributing athletes and sport builders whose impact on the sport is a corner stone to our existence will be nominated for the "Manitoba Sports Hall of Fame". Nominations will be recommended by the Board, with the necessary follow up and documentation being handled by the provincial office.

Time-lines and criteria are available at the Manitoba Sports Hall of Fame office.

**16.3 Special Acknowledgment**

The Squash Manitoba Board from time to time may wish to recognize an individual, group, or corporation for contributions to the sport. Each situation will be decided upon its merits but could include:

- a volunteer leaving the province
- completion of a significant task/undertaking
- recognition of corporate/private support
- sickness/injury/birth/death/etc.

It should be noted that the foregoing is not intended to be the limit or extent of Squash Manitoba's forms of recognition, merely an outline of what is acceptable. All cases submitted will be considered by the Board and nominations are welcomed and to be encouraged.

**16.4 Squash Manitoba Wall of Fame*****Inductee Categories*****1) Player****a) Eligibility:**

Any Manitoban who has achieved extraordinary success as a competitor in amateur or professional squash. Player nominees shall not be considered until after a two (2) year waiting period following retirement from **major open championship competition**.

Any squash Player who has been inducted into the Canadian or Manitoba Sports Hall of Fame is automatically eligible for induction into the Manitoba Squash Wall of Fame provided they meet the Manitoba residency requirements.

**b) Selection Considerations**

If you are nominating a **Player**, you will need to provide as an example, the following type of information as it applies to your nominee:

1. Number and dates of Manitoba titles won (singles, doubles, masters)
2. Number and dates of Canadian titles won (singles, doubles, masters)
3. Number and dates of World or international titles (singles, doubles, masters) or singles level achieved at a world level – i.e. quarter-finals, semi-finals, finals
4. Years on which they represented Team Manitoba
5. Years on which they represented Canada
6. Any major Games medals (Commonwealth, Pan Ams)
7. Highest world ranking achieved
8. Other titles

## 2) Builder

### a) Eligibility

Any Manitoban who has made an extraordinary contribution to the game in the role of a builder of amateur or professional squash in Manitoba.

Any squash builder who has been inducted into the Canadian or Manitoba Sports Hall of Fame is automatically eligible for induction into the Manitoba Squash Wall of Fame provided they meet the Manitoba residency requirements.

### b) Selection Considerations

If you are nominating a **Builder**, you will need to provide as an example, the following type of information as it applies to your nominee:

1. On which Squash Manitoba volunteer committees have they served (i.e. Masters, Juniors,) and the dates. Please include position(s) held (for example, Chair, President, Board Member, etc.)
2. On which Squash Canada volunteer committees have they served (i.e. Masters, Officiating,) and the dates. Please include position(s) held (for example, Chair, President, Board Member, etc.)
3. On which World volunteer committees have they served and the dates. Please include position(s) held (for example, Chair, President, Board Member, etc)
4. On which Regional or League volunteer committees have they served and the dates. Please include position(s) held (for example, President, Executive Committee, etc.)
5. On which International or World Committees have they served and the dates. Please include position(s) held (for example, President, Executive Committee, Chair)
6. Awards or honours received

## 3) Official

### a) Eligibility

Any Manitoban who has made an extraordinary contribution to amateur or professional squash in Manitoba in the role of an official. The nominee must have contributed to the advancement of officiating in squash at the provincial or national level.

Any squash official who has been inducted into the Canadian or Manitoba Sports Hall of Fame is automatically eligible for induction into the Manitoba Squash Wall of Fame provided they meet the Manitoba residency requirements.

### b) Selection Considerations

If you are nominating an **Official (Referee)**, you will need to provide as an example, the following type of information as it applies to your nominee:

1. Level of officiating (refereeing) certification
2. How long has your nominee been refereeing?
3. Major events at which your nominee has refereed (Manitoba Championships, Canadian Championships, World Championships)
4. Number of times your nominee has refereed the finals of Canadian and World Championships
5. Has your nominee been invited to referee at PSA events?
6. Number of Super Series finals refereed
7. Contributions to officiating development in Manitoba
8. Awards or honours received

**4) Coach****a) Eligibility**

Any Manitoban who has made an extraordinary contribution to amateur or professional squash in Manitoba in the role of a coach.

Any squash coach who has been inducted into the Canadian or Manitoba Sports Hall of Fame is automatically eligible for induction into the Manitoba Squash Wall of Fame provided they meet the Manitoba residency requirements.

**b) Selection Considerations**

If you are nominating a **Coach**, you will need to provide as an example, the following type of information as it applies to your nominee:

1. Coach's NCCP level
2. Manitoba athletes coached and Manitoba rankings the athletes have achieved
3. Canadian athletes coached and Canadian rankings the athletes have achieved
4. Manitoba or Canadian teams coached
5. Successful club programming (i.e. strong house leagues, strong junior programming)
6. Contributions to coaching development provincially, nationally, internationally
7. Awards or honours received

**Note:**

**To be able to nominate a candidate for the Manitoba Squash Wall of Fame, the nominator must have lived in the Province of Manitoba 50% of the 12 months preceding the date of the nomination deadline.**

**To be eligible to be nominated to the Manitoba Squash Wall of Fame, the nominee must have been resident in the Province of Manitoba for a cumulative of not less than five (5) years.**

In evaluating nominations, the Board of Governors will place equal weight on the nominee's personal character and integrity and contributions to the game.

**Who May Nominate:**

Nominations may be made by any member of the Manitoba squash community.

**How to Nominate: Download and Submit Nomination Form from Squash Manitoba's website.**



## 17. TOURNAMENTS

### 17.1 Upgrading Criteria

- (a) Tournament players are required to upgrade to the next highest skill level if:
- (i) they reach the finals of the "D" division
  - (ii) they win the "C" division
  - (iii) they win two tournaments in the "B" category within two years. "B" players winning one tournament may, if they wish, elect to upgrade immediately.
- The criteria is applicable to both men and women, but is only enforced for sanctioned tournaments.
- (b) for upgrading to occur in a sanctioned tournament there must be a minimum of eight entrants; however, based on circumstances the Technical Coordinator may:
- (i) choose to waive the minimum requirement, or
  - (ii) not upgrade anyone based on caliber of play.
  - (iii) recommend that the two finalists at Men's and Women's C level at a sanctioned tournament be allowed to move up to B
- (c) if a player feels he/she is competing in a skill level beyond his/her capabilities, said player may request a readjustment in playing level, by appealing to the Squash Manitoba Council, (in writing), to downgrade the skill category. This option is relevant to Squash Manitoba sanctioned tournaments, but would generally apply at club events as well.

### 17.2 Rules and Regulations

For a complete list of sanctioned tournament rules and regulations, please refer to the Squash Canada "How to Run a Tournament" Manual.

### 17.3 Eyeguard Policy

It is strongly suggested that all squash players wear approved eyeguard protection. It is mandatory for all categories of junior squash players to properly wear CSA approved eye protection while participating in sanctioned junior tournaments. For specific definitions see Squash Canada By-Laws.

The referee or tournament official will inform any junior player who refuses to wear eye protection to rectify the situation immediately or the offending player will:

- (a) default the match at hand.
- (b) not be permitted to participate in further play during the tournament in question.
- (c) may not be eligible for funding for travel assistance and other financial support.
- (d) be the subject of a review by the Board who may, at their discretion, suspend the player from Squash Manitoba activities for a period up to one (1) year.

Responsibility for enforcement of the eyeguard policy rests with the Chairperson of the Host Committee. The Chairperson shall inform tournament referees to enforce the policy with no exceptions.

### 17.4 Sanctioning

With the increasing frequency of tournaments, squash players are often confused as to what they can expect from a tournament. Sanctioning helps identify tournaments that are run with the best interests of the players at heart, because they are run, or at least supervised, by the provincial body.

In addition, sanctioning is important to avoid conflicts in dates with other tournaments; to protect and monitor the amateur status of athletes; and to provide a system to identify the best players in Manitoba and Canada.

#### **17.5 Women Competing in Men's Categories**

Women may play in men's event at a tournament only if they also play in women's event (at their level) at the time of the tournament. Their level at the men's event will be decided upon by the Draw master.

#### **17.6 Ranking Point Allocation**

- a) A ranking system that is approved by the Board of Directors will be used.
- b) Changes to the ranking system must be done prior to September.

#### **18. Ball Policy**

The Dunlop XX ball is the official ball to be used for any sanctioned event that Squash Manitoba endorses.

19.

## **Discipline and Complaints Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 21, 2018*  
*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) *"Athletes Class"* - A Member of Squash Canada by virtue of being a member of the Squash Canada National Team
  - b) *"Case Manager"* – An individual appointed by the Discipline Chair to administer certain complaints under this *Discipline and Complaints Policy*, who may be any staff member, committee member, volunteer, Director, or independent third party.
  - c) *"Complainant"* – The Party alleging an infraction
  - d) *"Days"* – Days including weekends and holidays
  - e) *"Discipline Chair(s)"* – An individual or individuals appointed by the applicable Board or the Executive Director to be the first point-of-contact for all discipline and complaint matters reported to Squash Canada or a PTA
  - f) *"Individuals"* – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, committee members, parents or guardians, and Directors and Officers.
  - g) *"Parties"* – The Complainant, Respondent, and any other Individuals or persons affected by the complaint
  - h) *"PTA"* – Provincial/Territorial Squash Association recognized by Squash Canada
  - i) *"Respondent"* – The alleged infracting Party
  - j) *"Organization"* - PTA and or Squash Canada

### **Purpose**

2. Individuals are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Squash Canada and PTA policies, Bylaws, rules and regulations, and *Code of Conduct*. Non-compliance may result in sanctions pursuant to this Policy.

### **Application of this Policy**

3. This Policy applies to all Individuals.
4. This Policy applies to matters that may arise during the course of Squash Canada or PTA business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Squash Canada or PTA activities, and any meetings.
5. This Policy also applies to Individuals' conduct outside of Squash Canada or PTA business, activities, and events when such conduct adversely affects the reputation of or relationships within Squash Canada or the PTA (and its work and sport environment), is detrimental to the image and reputation of Squash Canada or the PTA, or upon the acceptance of Squash Canada or the PTA.

6. Jurisdiction of complaints between Squash Canada and its applicable PTA will be determined by the Class of Squash Canada Membership, or based upon where and when the conduct occurred, as determined by Squash Canada and the applicable PTA.
7. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
8. This Policy does not apply to any Squash Canada or PTA employees or contractors as such matters are governed by policies that expressly apply to employees or contractors, such as an applicable organization's policies for human resources or an employment/contractor agreement.
9. The PTA must advise Squash Canada of any complaint against a member of the Athletes Class.

### **Process**

10. Any Individual may report an incident or complaint in writing as electronically transmitted, sent by courier or regular post within fourteen (14) days of the alleged incident to Squash Canada or the applicable PTA which will forward the complaint to its respective Discipline Chair(s), although this timeline can be waived or extended at the Discipline Chairs' discretion. At Squash Canada or the PTA's discretion, the Organization may (a) act as a Complainant and initiate the complaint process under the terms of this Policy, and/or (b) by mutual consent between the Organization and initial Complainant, assume the role of Complainant on behalf of the initial Complainant. In such cases, the Organization will identify an individual to represent the Organization.
11. Upon receipt of a complaint, the Discipline Chair(s) may request more information from any identified or affected party. The Discipline Chair(s) will review the submissions related to the complaint and determine one or more of the following sanctions or actions:
  - a) The complaint is not substantiated and no sanction
  - b) Written reprimand
  - c) Verbal or written apology
  - d) Service or other contribution
  - e) Removal of certain privileges
  - f) Suspension from certain teams, events, and/or activities
  - g) Suspension from all activities for a designated period of time
  - h) Payment of the cost of repairs for property damage
  - i) Suspension of funding
  - j) Expulsion
  - k) Any other sanction considered appropriate for the offense
12. The Discipline Chair(s) will inform the Complainant and the Respondent of the sanction, if any.
13. Records of all decisions and sanctions, if any, will be maintained by the organization maintaining jurisdiction.

Request for Reconsideration

14. Notwithstanding Section 10 - 12, the Complainant or the Respondent may contest the sanction by submitting a Request for Reconsideration within five (5) days of receiving the decision of the Discipline Chair. In the Request for Reconsideration, the Complainant or Respondent must indicate:
  - a) Why the sanction is inappropriate;
  - b) All evidence to support the party's position; and
  - c) What penalty or sanction (if any) would be appropriate
15. The sanction may not be appealed until the completion of a Request for Reconsideration.
16. Upon receiving a Request for Reconsideration, the Discipline Chair(s) will appoint a Case Manager to oversee management and administration of the complaint or incident. Such appointment is not appealable.
17. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
  - b) Propose the use of the *Alternate Dispute Resolution Policy*
  - c) Appoint the Discipline & Complaints Panel, if necessary
  - d) Coordinate all administrative aspects and set timelines
  - e) Provide administrative assistance and logistical support to the Discipline & Complaints Panel as required
  - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

18. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps
19. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
20. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
  - a) After notifying the Parties that the complaint has been accepted, the Case Manager may propose using the *Alternate Dispute Resolution Policy* with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the *Alternate Dispute Resolution Policy*, the Case Manager will appoint a Discipline & Complaints Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline & Complaints Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline & Complaints Panel's members to serve as the Chair.
21. The Discipline Chair(s) may not be part of the Discipline & Complaints Panel.

22. The Case Manager, in cooperation with the Discipline & Complaints Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be a verbal in-person hearing, a verbal hearing by telephone, video conference or other communication medium, or a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline & Complaints Panel deem appropriate in the circumstances, provided that:
- a) The Parties will be given reasonable and appropriate notice of the day, time, and place of the hearing, in the case of verbal in-person hearing or a verbal hearing by telephone or other communication medium
  - b) Copies of any written documents which the parties wish to have the Discipline & Complaints Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
  - c) The Parties may engage a representative, advisor, or legal counsel at their own expense
  - d) The Discipline & Complaints Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline & Complaints Panel may allow as evidence at the hearing any verbal evidence, document and other form of evidence digital or otherwise that is relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline & Complaints Panel
23. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline & Complaints Panel will determine the appropriate sanction. The Discipline & Complaints Panel may still hold a hearing for the purpose of determining an appropriate sanction.
24. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
25. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
26. In fulfilling its duties, the Discipline & Complaints Panel may obtain independent advice.

### **Decision**

27. After hearing and/or reviewing the matter, the Discipline & Complaints Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline & Complaints Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the applicable Organization. In extraordinary circumstances, the Discipline & Complaints Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline & Complaints Panel.

### **Sanctions**

28. The Discipline & Complaints Panel may apply the following disciplinary sanctions, singularly or in combination:
- a) Verbal or written reprimand
  - b) Require a verbal or written apology
  - c) Require service or other contribution
  - d) Removal of certain privileges
  - e) Suspension from certain teams, events, and/or activities

- f) Suspension from all Squash Canada or PTA activities for a designated period of time
  - g) Payment of the cost of repairs for property damage
  - h) Suspension of funding
  - i) Expulsion
  - j) Any other sanction considered appropriate for the offense
29. Unless the Discipline & Complaints Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline & Complaints Panel will result in an automatic suspension until such time as compliance occurs.
30. Records of all decisions will be maintained by the applicable Organization.

### **Appeals**

31. The decision of the Discipline & Complaints Panel may be appealed in accordance with Squash Canada's or the PTA's *Appeal Policy*.

### **Suspension Pending a Hearing**

32. Squash Canada or the applicable PTA may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of a criminal process, the hearing, or a decision of the Discipline & Complaints Panel.

### **Criminal Convictions**

33. An Individual's conviction for a *Criminal Code* offense will be deemed an infraction under this Policy and as determined by Squash Canada or the applicable PTA, may result in expulsion from Squash Canada and its PTAs. *Criminal Code* offences may include, but are not limited to:
- a) Any child pornography offences
  - b) Any sexual offences
  - c) Any offence of physical violence
  - d) Any offence of assault
  - e) Any offence involving trafficking of illegal drugs

### **Confidentiality**

34. The discipline and complaints process is confidential and involves only the Parties, the Discipline Chair(s), the Case Manager, the Discipline & Complaints Panel, and any independent advisors to the Discipline & Complaints Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

### **Timelines**

35. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline & Complaints Panel may direct that these timelines be revised.

### **Records and Distribution of Decisions**

36. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.

## **Discipline Reciprocation Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 21, 2018*

*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a. *"Days"* – Days including weekends and holidays
  - b. *"Individuals"* – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, administrators, committee members, parents or guardians, and Directors and Officers.
  - c. *"PTA"* – Provincial/Territorial Squash Associations recognized by Squash Canada
  - d. *"Disciplinary Sanctions"* - Defined as decisions taken to declare an Individual 'Not in Good Standing, or to suspend, restrict or limit an Individual's privilege of participating in or attending squash or related activities. For purposes of this policy, decisions to warn, censure, reprimand, put on probation, require remedy, training or apology and which otherwise does not impose suspension, restriction or limitation shall be deemed outside bi-lateral reporting requirements and reciprocation.

### **Purpose**

2. The purpose of this Policy is to ensure universal enforcement and recognition of Disciplinary Sanctions applied by Squash Canada or its PTA's.

### **Application of this Policy**

3. This Policy applies to all Individuals.

### **Reciprocal Recognition of Disciplinary Sanctions**

4. Squash Canada and its PTA's agree that they will each recognize, respect and enforce the Disciplinary Sanctions imposed by either Squash Canada or a PTA, providing that, in consideration of common standards, practices and due process, both parties have adopted the following Pan-Canadian Policies or provincial authority mandated equivalent and enacted same as may have been applicable to the Disciplinary Sanction:
  - a. Code of Conduct
  - b. Discipline and Complaints
  - c. Appeals
  - d. Event Discipline Procedure
  - e. Event Appeal Procedure
  - f. Alternate Dispute Resolution
  - g. Conflict of Interest

### **Responsibilities of the Parties**

5. Squash Canada and its PTA's will:
  - a. Provide a copy of any applicable Disciplinary Sanction to each other, subject to any confidentiality or privacy considerations.



- b. Notify each other within seven (7) days of any Disciplinary Sanction.
- c. Notify each other within seven (7) days of any further action related to a sanction, including, but not limited to, an appeal decision.
- d. Notify each other within three (3) days of a change in, removal or end of a period of a Disciplinary Sanction.
- e. Update their governing documents to encompass the reciprocation as described herein.
- f. In the case of written Competition Conduct Reports:
  - i. from a Squash Canada event, Squash Canada shall, pursuant to its *Discipline and Complaints Policy*, have the right, in its sole discretion, to:
    - (1) Take no action against the Individual;
    - (2) Consider and take a decision to apply a Disciplinary Sanction, or any other action against the Individual;
    - (3) Consult with the respective PTA of the Individual to learn of any possible history or incidents of previous Disciplinary Sanction or of disciplinary actions that could be considered;
    - (4) Possibly collaborate with the PTA to consider and take a joint decision to apply a Disciplinary Sanction, or any other action against the Individual;
    - (5) Refer the Conduct Report to the respective PTA for its consideration and possible action at its sole discretion;
    - (6) In all instances, Squash Canada will forward a copy of the Conduct Report to the respective PTA within three (3) days of receipt of the Report;
  - ii. from a PTA event or from a competition within its province or territory:
    - (1) Pertaining to an Individual from a different PTA, the PTA will forward a copy of the Conduct Report to the respective PTA within seven (7) days of the end of the competition. It is the responsibility of the respective PTA to review, consider and administer any possible Disciplinary Sanction or action against such Individual.
    - (2) Pertaining to an Individual who is a current member of Squash Canada's National Team, National Development Team and/or NextGen Team Member, the PTA will forward a copy of the Conduct Report to Squash Canada within seven (7) days of the end of the competition.
- g) Squash Canada shall be responsible for maintaining a repository of Disciplinary Sanctions administered or upheld by Squash Canada and PTA Members, and shall release or share access to such repository with all Member PTA's, subject to any confidentiality or privacy considerations.

#### **International or Professional Disciplinary Sanctions and Conduct Reports**

- 6. In the instance that Squash Canada is required to uphold Disciplinary Sanction or action against an Individual as administered by the World Squash Federation (WSF), WSF Regional Federations, WSF Member National Federations, the Professional Squash Association (PSA), or other recognized international body, Squash Canada shall notify PTA's of such Disciplinary Sanction for PTA reciprocation.
- 7. Should Squash Canada receive a Conduct Report for an Individual from the World Squash Federation (WSF), WSF Regional Federations, WSF Member National Federations or the Professional Squash Association (PSA) or other recognized international body, Squash Canada shall provide a copy to the respective PTA within three (3) days of receipt of such Report.

#### **National Team, National Development Team and/or NextGen Team Member and Individuals who Have Signed and are Subject to a Squash Canada - Athlete Agreement**

- 8. Individuals who have a valid Squash Canada - Athlete Agreement shall, in the first instance, be subject to relevant Agreement clauses, policies of Squash Canada and Disciplinary Sanction, and Squash Canada shall notify PTA's of such Disciplinary Sanction for PTA reciprocation.

#### **Appeals**

- 9. Decisions made in accordance with this Policy are not appealable

## 21.

## Appeal Policy Squash Canada

*Approved by the Squash Canada Board of Directors, June 21, 2018*  
*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “*Appellant*” – The Party appealing a decision
  - b) “*Case Manager*” – An individual appointed by Squash Canada or a PTA (as applicable), who may be any staff member, committee member, volunteer, Director, or independent third party to fulfil the responsibilities of the Case Manager in this *Appeal Policy*.
  - c) “*Individuals*” – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, committee members, parents or guardians, and Directors and Officers.
  - d) “*Organization*”-Squash Canada or a PTA, as applicable
  - e) “*Parties*” – The Appellant, Respondent, and any other Individuals or persons affected by the appeal
  - f) “*PTA*” – Provincial/Territorial Squash Association recognized by Squash Canada
  - g) “*Respondent*” – The party whose decision is being appealed

### Purpose

2. Squash Canada and all PTAs are committed to providing an environment in which all individuals are treated fairly and with respect. Squash Canada and its PTAs provide Individuals with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by Squash Canada and/or its PTAs.

### Scope and Application of this Policy

3. This Policy applies to all Individuals.
4. Any Individual who is directly affected by a Squash Canada decision or a PTA decision, or in the case of a minor, the Individual’s parent or legal guardian on behalf of the Individual, shall have the right to appeal that decision; provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy. This Policy does not apply to any Squash Canada or PTA employees as such matters are governed by policies that expressly apply to its respective employees.
5. Jurisdiction of appeals and implementation of this *Appeal Policy* will be the responsibility of the Organization who rendered the original decision and whose decision is being appealed.
6. This Policy **will not apply** to decisions relating to:
  - a) Employment
  - b) Infractions for doping offenses
  - c) The rules of squash
  - d) Selection criteria, quotas, policies, and procedures established by entities other than Squash Canada or its PTAs

- e) Volunteer/coach appointments and the withdrawal or termination of those appointments
- f) Budgeting and budget implementation
- g) Operational structure and committee appointments
- h) Decisions or discipline arising within the business, activities, or events organized by entities other than Squash Canada or its PTAs
- i) Decisions or discipline arising within competition
- j) Decisions made under this policy

#### **Timing of Appeal**

7. Individuals who wish to appeal a decision have fourteen (14) days from the date on which they received notice of the decision to submit the following information, in writing via email, fax, courier or regular mail to Squash Canada or the applicable PTA:
  - a) Notice of the intention to appeal
  - b) Contact information of the Appellant
  - c) Name of the Respondent, and any known affected parties
  - d) Date the Appellant was advised of the decision being appealed
  - e) A copy of the decision being appealed, or description of the decision if a written document is not available
  - f) Grounds for the appeal
  - g) Detailed reasons for the appeal
  - h) All evidence that supports the grounds for appeal
  - i) Requested remedy or remedies
  - j) An administration fee of two hundred dollars (\$200), which will be returned if the appeal is successful
  
8. An Individual who wishes to initiate an appeal beyond the fourteen (14) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the fourteen (14) day period will be at the sole discretion of the Case Manager and may not be appealed.

#### **Grounds for Appeal**

9. A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds are limited to submissions that include the Respondent:
  - a) Made a decision that it did not have authority or jurisdiction (as set out in the relevant governing documents)
  - b) Failed to follow its own procedures (as set out in the relevant governing documents)
  - c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views)
  - d) Failed to consider relevant information or took into account irrelevant information in making the decision
  
10. The Appellant bears the onus of proof and must demonstrate, on a balance of probabilities, the occurrence of one of the circumstances set out in Section 9 of this Policy and that such circumstances had, or may reasonably have had, a material effect on the decision or decision-maker.

**Screening of Appeal**

11. Upon receiving the notice of the appeal, Squash Canada or its PTA, as applicable, will appoint an independent third-party Case Manager who has the following initial responsibilities:
  - a) Determine if the appeal falls under the scope of this Policy
  - b) Determine if the appeal was submitted in a timely manner
  - c) Decide whether there are sufficient grounds for the appeal
12. If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.
13. If the Case Manager is satisfied that the appeal should not be denied, the Case Manager will appoint an Appeals Panel which shall consist of a single Panel Member to hear the appeal. At the discretion of the Case Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.

**Procedure for Appeal Hearing**

14. The Case Manager shall notify the Parties that the appeal will be heard. The Case Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.
15. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.
16. The format of the hearing may involve a verbal in-person hearing, a verbal hearing by telephone, video conference, and/or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
  - a) The hearing will be held within the appropriate timeline determined by the Case Manager
  - b) The Parties will be given reasonable notice of the day, time and place of the hearing
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
  - d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - e) The Panel may request that any other individual participate and give evidence at the hearing
  - f) The Panel may allow as evidence at the hearing any verbal evidence and documentation or other evidence relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on evidence as it deems appropriate
  - g) If a decision in the appeal may affect another person to the extent that the other person would have recourse to an appeal in their own right under this Policy, that person will become a party to the appeal in question and will be bound by its outcome
  - h) The decision to uphold or reject the appeal will be by a majority vote of Panel members
17. In fulfilling its duties, the Panel may obtain independent advice.

**Appeal Decision**

18. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. The Panel may decide to:
- a) Reject the appeal and confirm the decision being appealed
  - b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
  - c) Uphold the appeal and vary the decision
19. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Squash Canada or the applicable PTA. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

**Confidentiality**

20. The appeals process is confidential and involves only the Parties, the Case Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.
21. Appeal decisions that are matters of public interest may be publicly available with the names of the individuals redacted. Names of persons disciplined/affected may be disclosed to the extent necessary to give effect to any decision imposed.

**Final and Binding**

22. The decision of a PTA Appeal Panel will be binding on all Parties and on all Individuals and not subject to further appeal, unless the PTA explicitly provides the right of any Party to seek review of the Panel's decision pursuant to the rules of a designated independent organization.
23. The decision of a Squash Canada Appeal Panel will be binding on all Parties and on all Individuals, subject to the right of any Party to seek a review of the Panel's decision pursuant to the rules of the Sport Dispute Resolution Centre of Canada (SDRCC).

22.

## **Alternate Dispute Resolution Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 21, 2018*  
*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### **Definitions**

1. The following terms have this meaning in this Policy:
  - a) *“Individuals”* – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, committee members, parents or guardians, and Directors and Officers.
  - b) *“PTA”* – Provincial/Territorial Squash Association recognized by Squash Canada
  - c) *“Organization”* - Squash Canada or a PTA, as applicable

### **Purpose**

2. Squash Canada and its PTAs support the principles of Alternate Dispute Resolution (ADR) and are committed to the techniques of negotiation, facilitation, and mediation as effective ways to resolve disputes. Alternate Dispute Resolution also avoids the uncertainty, costs, and other negative effects associated with lengthy appeals or complaints, or with litigation.
3. Squash Canada and its PTAs encourage all Individuals to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. Squash Canada and its PTAs believe that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques. Negotiated resolutions to disputes with and among Individuals are strongly encouraged.

### **Application of this Policy**

4. This Policy applies to all Individuals.
5. Opportunities for Alternate Dispute Resolution may be pursued at any point in a dispute when all parties to the dispute agree that such a course of action would be mutually beneficial.

### **Filing a Dispute**

6. Any Individual may file a dispute with in accordance with Squash Canada’s or a PTA’s *Discipline and Complaints Policy or Appeal Policy*.
7. Any dispute filed against a National Team Athlete class of Squash Canada Membership, must include Squash Canada in the notice of such dispute.

**Facilitation and Mediation**

8. If all parties to a dispute and Squash Canada or its applicable PTA agree to Alternate Dispute Resolution, a mediator or facilitator shall be appointed to mediate or facilitate the dispute. The mediator or facilitator is not required to be a Squash Canada or PTA employee or volunteer and may be any individual with the necessary skills to conduct a constructive mediation or facilitation session.
9. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated, and shall specify a deadline before which the parties must reach a negotiated decision.
10. Should a negotiated decision be reached, the decision shall be reported to, and approved by, the Organization with jurisdiction of the dispute, either Squash Canada or the applicable PTA.
11. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator at the start of the process, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of the Organization's *Discipline and Complaints Policy or Appeal Policy*, as applicable.

**Appeals**

12. Approved negotiated decisions are not appealable.

23.

## Code of Conduct Policy Squash Canada

*Approved by the Squash Canada Board of Directors, June 21, 2018*

*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### Definitions

1. The following terms have these meanings in this Code:
  - a) **“Designated Individual”** - any person chosen by Squash Canada or the PTA to enforce the Code of Conduct at any Event
  - b) **“Event”** - any PTA or Squash Canada sanctioned competition, program or squash-related activity
  - c) **“PTA”** – Provincial/Territorial Squash Association recognized by Squash Canada
  - d) **“Individuals”** - All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, administrators, committee members, parents or guardians, and Directors and Officers.

### Application of this Code

2. Application of this Code:
  - a) This Code applies to Individuals’ conduct during Events.
  - b) This Code also applies to Individuals’ 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, and/or which brings the game into disrepute.
  - 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.

### General Code of Conduct

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



- g) 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
- h) 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 Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES);
- i) Adhere to all federal, provincial, municipal and host country laws; and
- j) Comply at all times with the bylaws, policies, rules and regulations, as adopted and amended from time to time, of the Individual's PTA and of Squash Canada including complying with any contracts or agreements executed with the Individual's PTA or Squash Canada, and complying with any sanction imposed by a PTA or Squash Canada.

#### **Code of Conduct for Athletes**

4. All 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; Strive for personal excellence in sport and act with fairness and integrity in the pursuit of excellent squash;
  - b) Respect Squash Canada and all PTAs rules, policies and procedures governing events and competitions in which they participate;
  - c) Refrain from comments or behaviours which are abusive, offensive or otherwise belittling or demeaning to others, whether intentional or not;
  - d) 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;\
  - e) Respect others as persons and treat them with dignity;
  - f) Respect the privacy of others;
  - g) Not endanger the safety of others through their actions;
  - h) Promote a drug-free sport and refrain from excessive use of alcohol or any use of banned substances during competition, during practice, in accommodations provided on overnight trips, and while travelling to and from competition;
  - i) Accept doping control that is consistent with the policies of the Canadian Centre for Ethics in Sport <http://www.cces.ca/en/home> ;
  - j) Honour and respect the spirit and traditions of the sport of squash;
  - k) Not impede the preparation for competition of other competitors or teammates;
  - l) Respect the decisions of officials, tournament organizers and other Designated Individuals;
  - m) Comply with the reasonable requests of officials, Squash Canada, PTA and Event organizer;
  - n) Accept that the Participant Athlete is an ambassador for squash and refrain from any action which might bring the sport of squash into disrepute;
  - o) Conduct themselves at all times in an appropriate manner, including any behaviour on social media;
  - p) Respect the property and livelihood of others, which means refraining from vandalism, theft, and other forms of mischief;
  - q) Not wager anything in any manner in connection with any Event; and
  - r) 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.

- s) Abide by all terms and conditions of any signed Athlete Agreement with respective PTA or Squash Canada.
5. An individual 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, Squash Canada or Event 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, eyeguards 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, Pan American 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.
6. Individual 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.

**Code of Conduct for Parents/Legal Guardians or Adults Who Have Care Over a Child Participant**

7. All parents, legal guardians or adults who have care over a child participant participating in a PTA or Squash Canada sanctioned Event will:
- a) Show no disrespect for the decisions of the coaches, officials and referees including Squash Canada and PTA Designated Individuals;
  - b) Encourage the Individual to play within the rules, to respect opponents and to resolve conflict without resorting to hostility, humiliation or violence;
  - c) Never ridicule, yell or emotionally or physically abuse an individual child while on the Event premises;
  - d) Not sit beside the referee during their individual child's match;
  - e) Not criticize, abuse or ridicule the decisions of the referee, coach, Squash Canada, PTA or Designated Individuals;
  - f) Not respect and show appreciation for the volunteers who give their time for the betterment of squash;

- g) Never harass other players, coaches, officials or other spectators;
- h) Not arrive at an Event under the influence of inappropriate substances or consume such substances during an Event; and
- i) If they are in violation of any of the above as determined by the Designated Individual, the Individual will be asked to either leave the court area and/or the hosting venue upon the immediate request of the Designated Individual.

### **Code of Conduct for Coaches**

8. 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 equally and 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; and
  - r) Educate athletes about the dangers of drugs and performance-enhancing substances.

## 9. 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 performance-enhancing substances or practices; and
- e) Never provide under age athletes with alcohol.

**Code of Conduct for Officials**

## 10. All Participant Officials:

- a) Will have a full knowledge of the most up to date Rules of Squash and their 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; and

**Code of Conduct for Directors, Committee Members, Administrators and Staff**

## 11. All Directors, Committee Members, Administrators and Staff will have additional responsibilities to:

- a) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the business and the maintenance of Individuals' confidence;

- b) Ensure that financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities;
- c) Conduct themselves openly, professionally, lawfully and in good faith, and declare any Conflict of Interest real or perceived;
- d) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism;
- e) Behave with decorum appropriate to both circumstance and position;
- f) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to applicable laws;
- g) Respect the confidentiality appropriate to issues of a sensitive nature;
- h) Respect the decisions of the majority and resign if unable to do so;
- i) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings;
- j) Have a thorough knowledge and understanding of all governance documents; and
- k) Never make an official statement either verbally or in writing on behalf of the PTA or Squash Canada without the prior consent or knowledge of the Executive Director and/or President of their respective Association/Organization.

## 24.

**Privacy Policy**

“Organization” – refers to: Squash Manitoba

For not-for-profit organizations in Manitoba, the privacy of personal information is governed by the Personal Information Protection and Electronic Documents Act (PIPEDA). This policy is based on the standards required by PIPEDA as interpreted by the Organization.

**Purpose**

1. The Organization recognizes individuals’ right to privacy with respect to their personal information. This policy describes the way that the Organization collects, uses, retains, safeguards, discloses and disposes of personal information and states that the Organization’s commitment to collecting, using and disclosing personal information responsibly.

**Application**

2. This policy applies to all stakeholders and individuals in connection with personal information that is collected, used or disclosed during the Organization’s activities.
3. Except as provided in PIPEDA, the Organization’s board of directors will have the authority to interpret any provision of this policy that is contradictory, ambiguous or unclear.

**Obligations**

4. The Organization is obligated to follow and abide by PIPEDA in all matters involving the collection, use and disclosure of personal information.
5. In addition to fulfilling the legal obligations required by PIPEDA, the Organization’s stakeholders will not:
  - a) Publish, communicate, divulge or disclose to any unauthorized person, firm, corporation or third party, any personal information without the express written consent of the individual.
  - b) Knowingly place themselves in a position where they are under obligation to any organization to disclose personal information.
  - c) In the performance of their official duties, disclose personal information to family members, friends, colleagues or organizations in which their family members, friends or colleagues have an interest.
  - d) Derive personal benefit from personal information that they have acquired during the course of fulfilling their duties with the Organization.
  - e) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for the disclosure of personal information.

**Accountability**

6. The privacy officer is responsible for the implementation of this policy and monitoring information collection and data security and ensuring that all staff receives appropriate training on privacy issues and their responsibilities. The privacy officer also handles personal information access requests and complaints. The privacy officer may be contacted at the following address:

**Squash Manitoba  
145 Pacific Avenue  
Winnipeg, Manitoba  
R3B 2Z6**

7. Duties – The privacy officer will:

- a) Implement procedures to protect personal information
- b) Establish procedures to receive and respond to complaints and inquiries
- c) Record all persons having access to personal information
- d) Ensure any third party providers abide by this policy
- e) Train and communicate to staff, information about the Organization's privacy policies and practices

### **Identifying Purposes**

8. Personal information will only be collect by the Organization to meet and maintain the highest standard of organizing and programming the sport of Squash. The Organization collects personal information from prospective members, members, coaches, participants, managers and volunteers for purposes that include, but are not limited to the following:
  - a) Name, address, phone #, cell #, fax # and e-mail address for the purpose of communicating about the Organization's programs, events and activities.
  - b) NCCP #, education, resumes and experience for database entry at the Coaching Association of Canada to determine the level of certification and coaching qualifications.
  - c) Credit card information for registration at conferences, travel administration and purchasing equipment, coaching manuals and other products and resources.
  - d) Date of birth, athlete biography and member club to determine eligibility, age group and appropriate level of play.
  - e) Banking information, social insurance #, criminal records check, resume and beneficiaries for the Organization's payroll, company insurance and health plan.
  - f) Criminal records check and related personal reference information for the purpose of implementing the Organization's volunteer screening program.
  - g) Personal health information, including provincial health card #'s, allergies, emergency contact and past medical history for use in the case of medical emergency.
  - h) Athlete information, including, uniform size, feedback from coaches, performance results for athlete registration forms, outfitting uniforms, media relations and various components of athlete and team selection.
  - i) Athlete's whereabouts information, including sport/discipline, practice times and venues, locations, travel plans, competition schedule and disability, if applicable, for the Canadian Centre for Ethics in Sport inquiries for the purpose of out-of-province competition drug testing.
  - j) Marketing information, including attitudinal and demographic data on individual members to determine membership demographic structure, program wants and needs.
  - k) Name, address, phone #, cell #, fax # and e-mail address for the purpose of managing an insurance claim and conducting insurance investigations (if applicable).
  
9. If a purpose has not been identified herein, the Organization will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

**Consent**

10. By providing personal information to the Organization, individuals are implying their consent to the use of that personal information for the purposes identified in the identifying purposes section of this policy.
11. At the time of the collection of personal information and prior to the use or disclose of the personal information, the Organization will obtain consent from individuals by lawful means. The Organization may collect personal information without consent when it is reasonable to do so and permitted by law.
12. In determining whether to obtain written or implied consent, the Organization will take into account the sensitivity of the personal information as well the individuals' reasonable expectations. Individuals may consent to the collection and specified use of personal information in the following ways:
  - a) Completing and/or signing an application form
  - b) Checking a check box or selecting an option (such as 'yes' or 'I agree')
  - c) Providing written consent either physically or electronically
  - d) Consenting orally in person
  - e) Consenting orally over the phone
13. The Organization will not, as a condition of providing a product or service, require individuals to consent to the use, collection or disclosure of personal information beyond what is required to fulfill the specified purpose of the product or service.
14. An individual may withdraw consent in writing, at any time, subject to legal or contractual restrictions, provided the individual gives one (1) week's notice of such withdrawal to the Organization. The Organization will inform the individual of the implications of withdrawing consent.
15. The Organization will not obtain consent from individuals who are minors, seriously ill or mentally incapacitated. Consent from these individuals will be obtained from a parent, legal guardian or a person having power of attorney.
16. The Organization is not required to obtain consent for the collection of personal information and may use personal information without the individual's knowledge or consent, only if:
  - a) It is clearly in the individual's interests and the opportunity for obtaining consent is not available in a timely way.
  - b) Knowledge and consent would compromise the availability or accuracy of the personal information and collection is required to investigate a breach of an agreement or a contravention of a federal or provincial law.
  - c) An emergency threatens an individual's life, health or security.
  - d) The information is publicly available as specified in PIPEDA.
17. The Organization is also not required to obtain consent for the collection of personal information if the information is for journalistic, artistic or literary purposes.
18. The Organization may disclose personal information without the individual's knowledge or consent only:
  - a) To a lawyer representing the Organization.
  - b) To collect a debt that the individual owes to the Organization.
  - c) To comply with a subpoena, a warrant or an order made by a court or other body with appropriate jurisdiction.
  - d) To a government institution that has requested the information and identified its lawful authority, if that government institution indicates that disclosure is for one of the following



purposes: enforcing or carrying out an investigation, gathering intelligence relating to any federal, provincial or foreign law, national security or the conduct of international affairs or administering any federal or provincial law.

- e) To an investigative body named in PIPEDA or a government institution, if the Organization believes the personal information concerns a breach of an agreement, contravenes a federal, provincial or foreign law or if the Organization suspects the personal information relates to national security or the conduct of international affairs.
- f) To an investigative body for purposes related to the investigation of a breach of an agreement or a contravention of a federal or provincial law.
- g) In an emergency threatening an individual's life, health or security (the Organization will inform the individual of the disclosure).
- h) To an archival institution.
- i) Twenty (20) years after the individual's death or 100 years after the record was created.
- j) If it is publicly available as specified in PIPEDA.
- k) If otherwise required by law.

### **Accuracy, Retention and Openness**

- 19. In order to minimize the possibility that inappropriate personal information may be used to make a decision about a member, personal information will be accurate, complete and as up-to-date as is necessary for the purposes for which it will be used.
- 20. Personal information will be retained as long as reasonably necessary to enable participation in the Organization's programs, events and activities and in order to maintain historical records as may be required by law or by governing organizations.
- 21. The Organization's stakeholders will be made aware of the importance of maintaining the confidentiality of personal information and are required to comply with the Organization's confidentiality policy.
- 22. Personal information will be protected against loss or theft, unauthorized access, disclosure, copying, use or modification by security safeguards appropriate to the sensitivity of the personal information.
- 23. Personal information that has been used to make a decision about an individual will be maintained for a minimum of one (1) year in order to allow the individual the opportunity to access the personal information after the decision has been made.
- 24. The Organization will make the following information available to individuals:
  - a) This privacy policy.
  - b) Any additional documentation that further explains the Organization's privacy policy.
  - c) The name or title and the address of the personnel who is accountable for the Organization's privacy policy.
  - d) The means of gaining access to personal information held by the Organization.
  - e) A description of the type of personal information held by the Organization, including a general account of its use.
  - f) Identification of any third parties to which personal information is made available.

### **Access**

- 25. Upon written request and with assistance from the Organization after confirming the individual's identity, individuals may be informed of the existence, use and disclosure of their personal information and will be given access to that personal information. Individuals are also entitled to be informed of the

source of the personal information and provided with an account of third parties to which the personal information has been disclosed.

26. Unless there are reasonable grounds to extend the time limit, requested personal information will be disclosed to the individual, at no cost to the individual, within thirty (30) days of receipt of the written request.
27. Individuals may be denied access to their personal information, if the information:
  - a) Is prohibitively costly to provide.
  - b) Contains references to other individuals.
  - c) Cannot be disclosed for legal, security or commercial proprietary purposes.
  - d) Is subject to solicitor-client privilege or litigation privilege.
28. If the Organization refuses a request for personal information, it shall inform the individual the reasons for the refusal and identify the associated provisions of PIPEDA that support the refusal.

### **Compliance Challenges**

29. Individuals are able to challenge the Organization for its compliance with this policy and PIPEDA by submitting a challenge in writing.
30. Upon receipt of a written complaint, the Organization will:
  - a) Record the date the complaint is received.
  - b) Notify the privacy officer who will serve in a neutral, unbiased capacity to resolve the complaint.
  - c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within seven (7) days of receipt of the complaint.
  - d) Appoint an investigator using the Organization's personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation and will have unfettered access to all files and personnel within ten (10) days of receipt of the complaint.
  - e) Upon completion of the investigation and within thirty (25) days of receipt of the complaint, the investigator will submit a written report to the Organization.
  - f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures within thirty (30) days of receipt of the complaint.
31. The Organization will not dismiss, suspend, demote, discipline, harass or otherwise disadvantage any of the Organization's individuals or stakeholders who:
  - a) Challenge the Organization for its compliance with this policy.
  - b) Refuse to contravene this policy for PIPEDA.
  - c) Take precautions not to contravene this policy or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the individual.

**25.****Confidentiality Policy**

“Organization” – refers to: Squash Manitoba

**Purpose**

1. The purpose of this policy is to ensure the protection of confidential information that is proprietary to the Organization.

**Application**

2. This policy applies to all categories of membership defined in the Organization’s bylaws as well as all individuals employed by or engaged in activities with the Organization. Persons affected by this policy include, but are not limited to: athletes, coaches, officials, staff members, volunteers, manager, administrators, committee members, directors and officers of the Organization (hereinafter “representatives”).

**Confidential Information**

3. The term “confidential information” includes, but is not limited to the following:
  - a) Personal information of Organization representatives including:
    - i) Home address
    - ii) E-mail address
    - iii) Personal phone numbers
    - iv) Date of birth
    - v) Financial information
    - vi) Medical history
    - vii) Criminal record checks
  - b) Organization intellectual property, proprietary information and business related to the Organization’s programs, fundraisers, procedures, business methods, forms, policies, marketing and development plans, advertising programs, creative and training materials, trade secrets, knowledge, techniques, data, products, technology, computer programs, manuals, registration lists, software, financial information and information that is not generally or publicly known or distributed.
4. Confidential information does not include the following: name, title, business address, work telephone number or any other information widely available or posted publicly.
5. Representatives voluntarily publishing or consenting to the publication of basic personal information in a public forum (such as the listing of an e-mail address on a website) forfeit the expectation of confidentiality for that personal information for as long as it is available publicly.

**Responsibilities**

6. Representatives will not, either during the period of their involvement/employment with the Organization or any time thereafter, disclose to any person or organization any confidential information acquired during their period of involvement/employment unless expressly authorized to do so.
7. Representatives will not publish, communicate, divulge or disclose to any unauthorized person, firm, corporation or third party, any confidential information without the express written consent of the Organization.

8. Representatives will not use, reproduce or distribute confidential information without the express written consent of the Organization.
9. All files and written materials relating to confidential information will remain the property of the Organization and, upon termination of involvement/employment with the Organization or upon request of the Organization, representatives will immediately return all written or tangible confidential information as well as copies and reproductions and any other media containing confidential information.

**Intellectual Property**

10. Copyright and any other intellectual property rights for all written material (including material in electronic format or posted on a website) and other works produced in connection with employment or involvement with the Organization will be owned solely by the Organization, which shall have the right to use, reproduce or distribute such material and works, in whole or in part for any purpose it wishes. The Organization may grant permission for others to use its intellectual property.

**Enforcement**

11. A breach of any provision in this policy may be subject to legal recourse, termination of the employment or volunteer position or sanctions pursuant to the Organization's discipline and complaints policy.

26.

**Respect In Sport Policy**

“Organization” refers to: Squash Manitoba

**Purpose**

1. The Organization is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches and volunteers have a responsibility to create a sporting environment that is free of harassment and abuse.
2. The Organization requires that all coaches participating in Squash have completed the Respect in Sport program and maintain Respect in Sport certified status (5 year term) as required by Sport Manitoba.

**Scope and Application**

3. The policy applies to all coaches registered with; or named on an official sport roster; or under the jurisdiction of the Organization.
4. Any coach not having completed the program or maintained certified status in the timeframe established by Sport Manitoba and the Organization may be removed as a coach until such time that the Respect in Sport course is completed and/or Respect in Sport certification has been maintained.

**Enforcement**

The Organization has put the following motion in place:

‘If you do not have Respect in Sport by December 31<sup>st</sup> of the current season, you will not be allowed to coach at the provincial or national level’.

Non-compliance of this policy may result in further discipline as determined by the board of directors or in accordance with the Organization.

## 27. Screening Policy

“Organization” – refers to: Squash Manitoba

### **Definition**

1. The following terms have these meanings in this policy:
  - a) “Criminal Record Check (CRC)” – A search of the RCMP national repository of criminal records to determine whether the individual has a criminal record
  - b) “Vulnerable Sector Verification (VSV)” – A detailed check that includes a search of the RCMP national repository of criminal records, police information and the pardoned sex offender database

### **Purpose**

2. The Organization understands that screening personnel and volunteers is a vital part of providing a safe sporting environment. The Organization is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. The purpose of screening is to identify individuals involved with the Organization’s activities who may pose a risk to the Organization and its participants.

### **Application of This Policy**

3. This policy applies to all individuals whose position with the Organization is one of trust or authority which may relate to, at a minimum, finances, supervision, young people or people with a disability.
4. Not all individuals associated with the Organization will be required to obtain a CRC or submit a screening disclosure form because not all positions pose a risk of harm to the Organization or to its participants. The Organization will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Organization):

Level 1 – Low Risk – Individuals involved in low risk assignments that are not in a supervisory role, not directing other, not involved with financial/cash management and/or do not have access to minors or people with a disability. Examples:

- a) Parents, youth or volunteers who are helping out on a non-regular informal basis

Level 2 – Medium Risk – Individuals involved in medium risk assignments who may be in a supervisory role, may direct others, may be involved with financial/cash management and/or who may have limited access to minors or people with a disability. Examples:

- a) Assistant coaches
- b) Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of management and who have access to minors or people with a disability. Examples:

- a) Coaches who travel with athletes
- b) Coaches who could be alone with athletes
- c) Volunteer head coaches

**Policy**

5. It is the Organization's policy that:

- a) Level 1 individuals will:
  - i) Complete a screening disclosure form
  - ii) Complete an application form indicating that the individual has read and understands the Organization's policies and procedures
  - iii) Provide one letter of reference related to the position sought or provide the name and contact information of a reference
  - iv) Participate in orientation as determined by the Organization
  
- b) Level 2 individuals will:
  - i) Complete and provide a CRC
  - ii) Complete a screening disclosure form
  - iii) Complete an application form indicating that the individual has read and understands the Organization's policies and procedures
  - iv) Provide one letter of reference related to the position sought or provide the name and contact information of a reference
  - v) Participate in orientation as determined by the Organization
  - vi) Provide a driver's abstract, if requested
  
- c) Level 3 individuals will:
  - i) Complete and provide a CRC and VSV
  - ii) Complete a screening disclosure form
  - iii) Complete an application form indicating that the individual has read and understands the Organization's policies and procedures
  - iv) Provide one letter of reference related to the position sought or provide the name and contact information of a reference
  - v) Participate in orientation as determined by the Organization
  - vi) Provide a driver's abstract, if requested
  
- d) Failure to participate in the screening process as outlined in this policy will result in the individual's ineligibility for the position sought.
  
- e) When the screening committee is of the opinion that, notwithstanding a conviction, a person can occupy a position within the Organization without adversely affecting the safety of the Organization, any individual, athlete or member of the Organization through the imposition of such terms and conditions as are deemed appropriate, the screening committee may approve an individual's participation.
  
- f) If an individual subsequently receives a conviction for, or is found guilty of an offense they will report this circumstance immediately to the Organization.
  
- g) If an individual provides falsified or misleading information, the individual will immediately be removed from his or her position and may be subject to further discipline in accordance with the Organization's discipline and complaints policy.

### **Screening Committee**

6. The implementation of this policy is the responsibility of the Organization's screening committee which is a committee of three (3) to five (5) members appointed by the Organization. The Organization will ensure that the members appointed to the screening committee possess the requisite skills, knowledge and abilities to accurately assess CRC's, VSV's and screening disclosure forms and render decisions under this policy. Quorum for the screening committee will be three (3) members.
7. The Organization may remove any member of the screening committee. When a position on the screening committee becomes vacant, either because a member has been removed or because a member has resigned, the Organization will appoint a replacement member.
8. The screening committee will carry out its duties, in accordance with the terms of this policy, independent of the board.
9. The screening committee is responsible for reviewing all CRC's, VSV's, screening disclosure forms and based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Organization. In carrying out its duties, the screening committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

### **How to Obtain a Criminal Record Check of Vulnerable Sector Verification**

10. Although a CRC may be obtained online from a third-party provider, individuals may only obtain a VSV by visiting an RCMP office or police station, submitting two (2) pieces of government-issued identification (one of which must have a photo) and completing any required paperwork. Fees may also be required any may be reimbursed by the Organization upon the submission of a legitimate receipt and volunteer expense form.
11. Fingerprinting may be required if there is a positive match with the individual's gender and birth date.

### **Procedure**

12. The screening requirements defined in this policy will be submitted to the Organization in an envelope marked "confidential".
13. If required, the Organization will provide a letter confirming the potential position within the Organization.
14. Individuals who do not undertake the screening requirements required by this policy will receive a notice to that effect and will be informed that their application and/or position will not proceed until such time as the screening requirements are followed.
15. The screening committee will review all submitted documents and determine if the individual has committed a relevant offense.
16. Subsequent to its review, the screening committee, by majority vote, will:
  - a) Approve an individual's participation; or
  - b) Deny an individual's participation; or
  - c) Approve an individual's participation subject to terms and conditions as the screening committee deems appropriate



17. If an individual's documents do not reveal a relevant offense, the screening committee will advise that the individual is eligible. If an individual's documents reveal a relevant offense, the screening committee will render its decision and provide notice of its decision. After providing notice, the screening committee will return or destroy the CRC or VSV.
18. CRC's are valid for a period of three (3) years. VSV's are valid forever (because no new names are being added to the database that the VSV searches) and screening disclosure forms must be completed on an annual basis. However, the screening committee may request that an individual provide a CRC or a screening disclosure form for review and consideration at any such time. Such request will be in writing and reasons will be provided for such a request.

### **Relevant Offenses**

19. Provided a pardon has not been granted, the following examples are considered to be relevant offenses:
- a) If imposed in the last five (5) years:
- i) Any offense involving the use of a motor vehicle, including, but not limited to, impaired driving
  - ii) Any offense for trafficking and/or possession of drugs and/or narcotics
  - iii) Any offense involving conduct against public morals
- b) If imposed in the last ten (10) years:
- i) Any crime of violence, including, but not limited to, all forms of assault
  - ii) Any offense involving a minor or minors
- c) If imposed at any time:
- i) Any offense involving the possession, distribution or sale of any child-related pornography
  - ii) Any sexual offense
  - iii) Any offense involving theft or fraud

### **Records**

20. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law or for use in legal, quasi-legal or disciplinary proceedings.

### **Criminal Convictions**

21. An individual's conviction for any of the following criminal code offenses may result in expulsion from the Organization and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Organization:
- a) Any offense of physical or psychological violence
  - b) Any crime of violence, including, but not limited to, all forms of assault
  - c) Any offense involving trafficking of illegal drugs
  - d) Any offense involving the possession, distribution or sale of any child-related pornography
  - e) Any sexual offense
  - f) Any offense involving theft or fraud

28.

## **Conflict of Interest Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 21, 2018*

*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

### **Definitions**

1. The following terms have these meanings in this Policy:
  - a) *“Conflict of Interest”* – Any situation in which a Representative’s decision-making, which should always be in the best interests of the Organization, is influenced or could be influenced by personal, family, financial, business, or other private interests
  - b) *“Non-Pecuniary Interest”* - An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss
  - c) *“Organization”* – Squash Canada or a PTA, as applicable
  - d) *“Pecuniary Interest”* - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated
  - e) *“PTA”* – Provincial/Territorial Squash Association recognized by Squash Canada
  - f) *“Representatives”* – Individuals employed by, or engaged in activities on behalf of, the Organization including: coaches, staff members, contract personnel, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization

### **Background**

2. Individuals who act on behalf of an Organization have a duty first to that organization and second to any personal stake they have in the operations of the Organization. For example, in not-for-profit organizations, Directors are required, by law, to act as a trustee (in good faith, or in trust) of the Organization. Directors, and other stakeholders, must not put themselves in positions where making a decision on behalf of the Organization is connected to their own personal interests. That would be a conflict of interest situation.

### **Purpose**

3. The Organization strives to reduce and eliminate nearly all instances of conflict of interest at the Organization – by being aware, prudent, and forthcoming about the potential conflicts. This Policy describes how Representatives will conduct themselves in matters relating to conflict of interest, and will clarify how Representatives shall make decisions in situations where conflict of interest may exist.
4. This Policy applies to all Representatives.

### **Obligations**

5. Any real or perceived conflict of interest, whether pecuniary or non-pecuniary, between a Representative’s personal interest and the interests of the Organization, shall always be resolved in favour of the Organization.
6. A Representative acting on behalf of Squash Canada shall always place Squash Canada’s interests above the interests of the Representative’s home PTA.

7. Representatives will not:
- a) Engage in any business or transaction, or have a financial or other personal interest, that is incompatible with their official duties with the Organization, unless such business, transaction, or other interest is properly disclosed to the Organization and approved by the Organization
  - b) Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration or who might seek preferential treatment
  - c) In the performance of their official duties, give preferential treatment to family members, friends, colleagues, or organizations in which their family members, friends, or colleagues have an interest, financial or otherwise
  - d) Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with the Organization, if such information is confidential or not generally available to the public
  - e) Engage in any outside work, activity, or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of the Organization, or in which they have an advantage or appear to have an advantage on the basis of their association with the Organization
  - f) Without the permission of the Organization, use the Organization's property, equipment, supplies, or services for activities not associated with the performance of their official duties with the Organization
  - g) Place themselves in positions where they could, by virtue of being an Organization Representative, influence decisions or contracts from which they could derive any direct or indirect benefit
  - h) Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being an Organization Representative

#### **Disclosure of Conflict of Interest**

8. On an annual basis, all the Organization's Directors and candidates for election to the Board, Officers, Employees, and Committee Members will complete a **Declaration Form** disclosing any real or perceived conflicts that they might have. Declaration Forms shall be retained by the Organization.
9. Representatives shall disclose real or perceived conflicts of interest to the Organization's Board of Directors immediately upon becoming aware that a conflict of interest may exist.
10. Representatives shall declare any conflicts, real or perceived, regarding any specific agenda items or topics at the commencement of all meetings of the Organization, and if accepted as a conflict by the Organization, shall be recused from the meeting for portions thereof.
11. Representatives shall also disclose any and all affiliations with any and all other organizations involved with the same sport. These affiliations include any of the following roles: athlete, coach, manager, official, employee, volunteer, or Director.

#### **Minimizing Conflicts of Interest in Decision-Making**

12. Decisions or transactions that involve a conflict of interest that has been proactively disclosed by an Organization Representative will be considered and decided with the following additional provisions:
  - a) The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded or noted
  - b) The Representative does not participate in discussion on the matter
  - c) The Representative abstains from voting on the decision
  - d) For Board-level decisions, the Representative does not count toward quorum
  - e) The decision is confirmed to be in the best interests of the Organization

13. For potential conflicts of interest involving employees, the Organization's Board will determine whether there is there a conflict and, if one exists, the employee will resolve the conflict by ceasing the activity giving rise to the conflict. The Organization will not restrict employees from accepting other employment contracts or volunteer appointments provided these activities do not diminish the employee's ability to perform the work described in the employee's job agreement with the Organization or give rise to a conflict of interest.

#### **Conflict of Interest Complaints**

14. Any person who believes that a Representative may be in a conflict of interest situation should report the matter, in writing (or verbally if during a meeting of the Board or any committee), to the Organization's Board who will decide appropriate measures to eliminate the conflict. The Board may apply the following actions singly or in combination for real or perceived conflicts of interest:
  - a) Removal or temporary suspension of certain responsibilities or decision-making authority
  - b) Removal or temporary suspension from a designated position
  - c) Removal or temporary suspension from certain teams, events, and/or activities
  - d) Expulsion from the Organization
  - e) Other actions as may be considered appropriate for the real or perceived conflict of interest
15. Any person who believes that a Representative has made a decision that was influenced by real or perceived conflict of interest may submit a complaint, in writing, to the Organization to be addressed under the Organization's *Discipline and Complaints Policy*.
16. Failure to comply with an action as determined by the Board will result in automatic suspension from the Organization until compliance occurs.
17. The Board may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board.

#### **Enforcement**

18. Failure to adhere to this Policy may permit discipline in accordance with the Organization's *Discipline and Complaints Policy*.

# Squash Canada/Squash Manitoba

## Conflict of Interest - Declaration Form

I have read the Organization's *Conflict of Interest Policy*, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

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Name

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Signature

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Date

29.

## **Event Discipline Procedure Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 29, 2018*  
*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

***This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.***

***\*\* This Event Discipline Procedure does not supersede or replace the Discipline and Complaints Policy \*\****

### **Definitions**

1. The following terms have these meanings in this Procedure:
  - a) *“Event”* – An Organization-sanctioned event
  - b) *“Individuals”* – All categories of membership defined in the Squash Canada Bylaws or PTA Bylaws, as well as all individuals engaged in activities with Squash Canada or its PTAs including, but not limited to, athletes, coaches, mission staff, chefs de mission, officials, volunteers, committee members, parents or guardians, and Directors and Officers.
  - c) *“Organization”* – The organization (Squash Canada or a PTA) sanctioning the Event
  - d) *“PTA”* – Provincial/Territorial Squash Association recognized by Squash Canada
  - e) *“Designated Person”* – an individual designated by the respective Organization to have authority to administer this procedure.

### **Purpose**

2. Squash Canada and its PTAs are committed to providing a competition environment in which all Individuals are treated with respect. This Procedure outlines how alleged misconduct during an Event will be handled.

### **Scope and Application of this Procedure**

3. This Procedure will be applied to all sanctioned Events unless the Event host states any modifications to this Procedure (and the reasons for those modifications) in the Event’s registration or invitation package. Changes to this Procedure must also be outlined in the event host’s sanctioning request, when applicable.
4. This Procedure does not replace or supersede the applicable *Discipline and Complaints Policy*. Instead, this Procedure works in concert with the *Discipline and Complaints Policy* by outlining, for a Designated Person with authority at a sanctioned event, the procedure for taking immediate, informal, or corrective action in the event of a possible violation of the *Code of Conduct*.

### **Misconduct during Events**

5. Incidents that violate or potentially violate the *Code of Conduct*, which can occur during a competition, away from the area of competition, or between parties connected to the Event, shall be reported to a Designated Person (usually the head official or tournament director) responsible at the Event.

6. The Designated Person at the Event shall use the following procedure to address the incident that violated or potentially violated the *Code of Conduct*:
  - a) Notify the involved parties that there has been an incident that violated or potentially violated the *Code of Conduct*
  - b) Convene a jury of either one person or three people (one of whom shall be designated the Chairperson), who shall not be in a conflict of interest or involved in the original incident, to determine whether the *Code of Conduct* has been violated. The Designated Person at the Event may serve on the jury
  - c) The jury will interview and secure statements from any witnesses to the alleged violation
  - d) If the violation occurred during a competition, interviews will be held with the officials who officiated or observed the competition and with the coaches of each team when necessary and appropriate
  - e) The jury will secure a statement from the person(s) accused of the violation
  - f) The jury will render a decision and determine a possible penalty
  - g) The Chairperson of the jury will inform all parties of the jury's decision
7. The penalty determined by the jury may include any of the following, singularly or in combination:
  - a) Verbal or written warning
  - b) Verbal or written reprimand
  - c) Suspension from future competitions at the Event
  - d) Ejection from the Event
  - e) Other appropriate penalty as determined by the jury
8. The jury does not have the authority to determine a penalty that exceeds the duration of the Event. A full written report of the incident and the jury's decision shall be submitted to Squash Canada and/or the applicable PTA following the conclusion of the Event. Further discipline may then be applied per the *Discipline and Complaints Policy*.
9. Decisions made in the scope of this Procedure may not be appealed.
10. This Procedure does not prohibit other Individuals from reporting the same incident to Squash Canada or the applicable PTA to be addressed as a formal complaint under the *Discipline and Complaints Policy*.
11. Records of all reported incidents and decisions will be maintained by the applicable organization.

30.

## **Event Appeal Procedure Policy** **Squash Canada**

*Approved by the Squash Canada Board of Directors, June 21, 2018*  
*Approved by the Squash Manitoba Board of Directors, September 26, 2018*

*This Policy has been prepared by Squash Canada to be a Pan-Canadian Policy applicable to Squash Canada and its Member Provincial/Territorial Squash Associations that have approved the adoption of the Policy.*

*\*\* This Event Appeal Procedure does not supersede or replace the Appeal Policy \*\**

### **Definitions**

1. These terms will have these meanings in this Procedure:
  - a) “*Appellant*”- The party appealing a decision.
  - b) “*Event*” – An Organization-sanctioned event
  - c) “*Organization*” – The organization (Squash Canada or a PTA) sanctioning the Event
  - d) “*Participant*” - All athletes or coaches participating in an Event.
  - e) “*PTA*” – Provincial/Territorial Squash Association recognized by Squash Canada
  - f) “*Respondent*” - The party whose decision is being appealed.

### **Scope and Application of this Procedure**

2. Any Participant who is affected by a decision made by the Organization and/or by an official during an Event will have the right to appeal that decision, subject to any limits in this Procedure.
3. This Procedure will apply to decisions relating to the Event made from the commencement of the Event to the closing of Event-related to play. The commencement of the Event is defined as 12:01 AM of the day of the first scheduled match and closing of the Event is sixty (30) minutes after the conclusion of the last scheduled match.
4. This Procedure will **not** apply to decisions relating to:
  - a) Rankings and/or seedings
  - b) Eligibility
  - c) Decisions made external to the Organization and/or an official during an Event
  - d) Appointments
  - e) Event Rules
  - f) Any decisions made under this Procedure



### **Timing of Appeal**

5. Participants who wish to appeal an in-Event decision must file their appeal within sixty (60) minutes of learning of the decision. Appellants must submit the following:
  - a) Notice of their intention to appeal;
  - b) Contact information of the Appellant;
  - c) Grounds for the appeal;
  - d) Detailed reason(s) for the appeal;
  - e) All evidence that supports the reasons and grounds for an appeal;
  - f) The remedy or remedies requested, and
  - g) A payment of fifty dollars (\$50), which will be refunded if the appeal is successful.

### **Grounds for Appeal**

6. Decisions may only be appealed on procedural grounds which are limited to the Respondent:
  - a) Making a decision for which it did not have authority or jurisdiction as set out in the Respondent's governing documents;
  - b) Failing to follow procedures as laid out in the bylaws or approved policies of the Organization; and/or
  - c) Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views or that the decision was influenced by factors unrelated to the substance or merits of the decision.
7. The Appellant will bear the onus of proof in the appeal, and thus must be able to demonstrate, on a balance of probabilities, that the Respondent has made an error as described in Section 6.

### **Appeals Adjudicator**

8. The Organization will appoint, prior to the commencement of the Event, a single Appeals Adjudicator to oversee and implement this Procedure. The Appeals Adjudicator has a responsibility to:
  - a) Receive appeals;
  - b) Determine if the appeal lies within the jurisdiction of this Procedure;
  - c) Determine if appeal is brought in a timely manner;
  - d) Determine if the appeal is brought on permissible grounds;
  - e) Determine the format of the appeal hearing; and
  - f) Decide the appeal.

### **Screening of Appeal**

9. Upon receipt of the notice, grounds of an appeal, supporting evidence and the required fee, the Appeals Adjudicator will review the appeal and will decide if the appeal falls within the jurisdiction of this Procedure, and if it satisfies procedural grounds. If the Appeals Adjudicator is satisfied that the appeal is not under this Procedure's jurisdiction, or that there are not sufficient grounds, the parties will be notified in writing, stating reasons. There is no further appeal of the Appeals Adjudicator's decision on jurisdiction or grounds.

### **Tribunal**

10. If the appeal is determined to fall within the jurisdiction of this Procedure and satisfies procedural grounds, then a Hearing before the Appeal Adjudicator will take place.

**Procedure for the Hearing**

11. The Appeals Adjudicator will determine the timing and format of the Hearing, which may involve a verbal Hearing in person, a verbal Hearing by telephone, a Hearing based on written submissions or a combination of these methods. The Hearing will be governed by the procedures that the Appeals Adjudicator deems appropriate in the circumstances, provided that:
  - a) The parties will be given appropriate notice of the time and place of the hearing.
  - b) The Respondent will be provided two (2) hours to provide a response document.
  - c) Copies of any written documents which the parties wish to have the Appeals Adjudicator consider will be provided to all parties in advance of the Hearing.
  - d) The parties may be accompanied by a representative, advisor or legal counsel at their own expense.
  - e) The Appeals Adjudicator may request that any other individual participate and/or give evidence at the hearing.
  - f) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Procedure, that party will become a party to the appeal in question and will be bound by its outcome.

**Appeal Decision**

12. After the Hearing, the Appeals Adjudicator will issue its written decision. The Appeals Adjudicator may decide to:
  - a) Reject the appeal and confirm the decision being appealed; or
  - b) Uphold the appeal, identify the error(s) and refer the matter back to the original decision-maker for a new decision; or
  - c) To uphold the appeal and vary the decision.
13. The Appeals Adjudicator's decision will be considered a matter of public record.

**Confidentiality**

14. The appeal process is confidential involving only the parties, the Appeals Adjudicator. Once initiated and until a decision is released, none of the parties or the Appeals Adjudicator will disclose confidential information relating to the appeal to any person not involved in the proceedings.

**Final and Binding Decision**

15. The decision of the Appeals Adjudicator will be binding from which there will be no further right to appeal.