



POLICY MANUAL

Last revised December 10, 2020

Table of Content		Page
• Anti-Doping Policy	Revised as of Dec 10, 2020	2
• Appeal Policy	Revised as of July 29, 2015	2
• Awards Policy	Revised as of June 18, 2019	6
• Award Recipient Vetting Policy	New as of Nov 12, 2020	7
• Ball Policy	Revised as of Nov 10, 2015	8
• Code of Conduct Policy	Revised as of Aug 1, 2019	8
• Acknowledgement of Receipt and Understanding of Squash Alberta Code of Conduct	New as of July 29, 2015	14
• Committee Composition Policy	New as of Dec 10, 2020	15
• Concussion Policy	New as of Nov 10, 2015	16
• Conflict of Interest Policy		18
• Declaration of Conflict of Interest Form		20
• Discipline and Complaints Policy	Revised as of July 29, 2015	21
• Dispute Resolution Policy	Revised as of July 29, 2015	26
• Eye Guard Policy		27
• Fundraising Policy		28
• Governance Policy		28
• Harassment Policy		28
• Human Resource Policy		31
• National and PSA Tournament Sponsorship Policy	Revised as of June 18, 2019	31
• Privacy Policy	Revised as of Nov 10, 2015	32
• Consent Form	Revised as of Nov 10, 2015	39
• Scoring Policy		39
• Screening Policy & Disclosure Form	Revised as of Nov 10, 2015	40
• Social Media Policy	Revised as of Aug 1, 2019	49
• Transgender Athlete Policy	New as of Nov 10, 2015	50
• Volunteer Development Policy		51
• Website Terms and Use Policy		52
• Mileage Rate or Gas Expense Policy	New as of June 18, 2019	52

• Minor Travelling Policy	New as of June 18, 2019	53
• On Court Clothing Policy	New as of June 18, 2019	57
• Squash Alberta Sanctioned and Fixture Tournament Policies, Guidelines	Revised as of May 27, 2020	59

ANTI-DOPING POLICY

Definitions

1. The following term has this meaning in this Policy:
 - a) *“Individuals”* – All categories of membership defined in the Squash Alberta Bylaws, as well as all individuals employed by, or engaged in activities with, Squash Alberta including, but not limited to, athletes, coaches, conveners, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of Squash Alberta.

Application

2. This Policy applies to all Individuals.

Adoption

3. Squash Alberta opposes the practice of doping in sport and has adopted the 2021 Canadian Anti-Doping Program (CADP) as its primary domestic anti-doping policy. Administered by the Canadian Centre for Ethics in Sport (CCES), the 2021 CADP is fully compliant with the 2021 World Anti-Doping Code, International Standards and Guidelines as they may exist from time to time. To view or download the 2021 CADP, please visit [CADP](#)
4. Squash Alberta does not develop independent policies on doping, choosing rather to accept and adopt the 2021 CADP.

Penalties/Sanctions

5. Squash Alberta will respect any penalty enacted pursuant to a breach of the 2021 CADP and are not appealable under Squash Alberta’s Appeal Policy.

APPEAL POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *“Appellant”* – The Party appealing a decision
 - b) *“Association”* – Squash Alberta
 - c) *“Days”* – Days including weekend and holidays
 - d) *“Executive Committee”* – A committee of Directors as defined in the Association’s Bylaws.
 - e) *“Individuals”* – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, conveners, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of the Association
 - f) *“Parties”* – The Appellant, Respondent, and any other Members or persons affected by the appeal
 - g) *“Respondent”* – The body whose decision is being appealed

Purpose

2. The Association provides Individuals with this *Appeal Policy* to appeal certain decisions made by the Association.

Scope and Application of this Policy

3. Any Individual who is directly affected by an Association decision will have the right to appeal that decision; provided there are sufficient grounds for the appeal under the 'Grounds for Appeal' section of this Policy.
4. This Policy **will not apply** to decisions relating to:
 - a) Employment
 - b) Infractions for doping offenses
 - c) The rules of the sport
 - d) Substance, content and establishment of team selection criteria
 - e) Budgeting and budget implementation
 - f) Operational structure and committee appointments
 - g) Volunteer appointments and the withdrawal of termination of those appointments
 - h) Decisions or discipline arising within the business, activities, or events organized by entities other than Association (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by Association at its sole discretion)
 - i) Commercial matters
 - j) Decisions made under this Policy

Timing of Appeal

5. Individuals who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Association, the following:
 - a) Notice of the intention to appeal
 - b) Contact information and status of the appellant
 - c) Name of the respondent and any affected parties, when known to the Appellant
 - d) Date the appellant was advised of the decision being appealed
 - e) A copy of the decision being appealed, or description of decision if written document is not available
 - f) Grounds for the appeal
 - g) Detailed reasons for the appeal
 - h) All evidence that supports these grounds
 - i) Requested remedy or remedies
 - j) An administration fee of two hundred fifty dollars (\$250) which will be refunded if the appeal is successful or forfeited if the appeal is denied
6. An Individual who wishes to initiate an appeal beyond the seven (7) 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 seven (7) day period will be at the sole discretion of the Case Manager and may not be appealed.

Grounds for Appeal

7. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
 - b) Failed to follow its own procedures (as set out in the Respondent's 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 appears not to have considered other views)
 - d) Made a decision that was grossly unreasonable
8. The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy.

Case Manager

9. Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Executive Committee will appoint an independent Case Manager (the Case Manager will not be any individual who was involved in the original decision which is being appealed) who has the following responsibilities:
- a) Suggest the appeal be referred to the Association's *Dispute Resolution Policy*
 - b) Determine if the appeal falls under the scope of this Policy
 - c) Determine if the appeal was submitted in a timely manner
 - d) Decide whether there are sufficient grounds for the appeal

Mediation

10. Upon the consent of the Parties, the dispute may be referred to Association's *Dispute Resolution Policy* with the objective of resolving the dispute.
11. Appeals resolved by mediation under the Association's *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

Screening of Appeal

12. Should the *Dispute Resolution Policy*, if applicable, not resolve the dispute or the parties refused to refer the matter to the Association's *Dispute Resolution Policy*, the Case Manager will screen the appeal.
13. If the appeal is denied on the basis of insufficient ground, 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.
14. If the Case Manager is satisfied there are sufficient grounds for an appeal, the Case Manager will appoint an Appeals Panel of three persons to hear the appeal. The Panel members amongst themselves will appoint one Panel member to serve as the Chair. The Appeals Panel will not include any individual involved in the original decision being appealed.

Procedure for Appeal Hearing

- 15. The Case Manager, in cooperation with the Panel, shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Case Manager and the Panel and may not be appealed.**
- 16. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.**
- 17. The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone/telecommunications or other electronic means, 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 a 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 oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
 - g) 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 Policy, that party 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
- 18. In fulfilling its duties, the Panel may obtain independent advice.**

Appeal Decision

- 19. The Panel shall issue its decision, in writing and with reasons, after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. 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
- 20. The Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. 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.**

Confidentiality

- 21. 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.**

Final and Binding

22. The decision of the Panel will be binding on the Parties and on all the Association's Individuals.
23. No action or legal proceeding will be commenced against the Association or Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by the appeal process as set out in this Policy.

Records and Distribution of Decisions

24. Appeal decisions shall be recorded and maintained by the Association.
25. Other organizations may be advised of any appeal decision.
26. Decisions will be considered a matter of public record unless decided otherwise by the Panel. The Association and/or the Panel may decide to redact the names of individuals involved. The Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

AWARDS POLICY

Each year Squash Alberta will collect nominations for each of the following awards: The President's Award, Distinguished Volunteer Award, Special Achievement Award and Sport Ambassador Award. Nominations are opened in March of each year and the awards are presented prior to the end of September of the current season.

President's Award: Presented to a volunteer who has made an outstanding, sustained contribution to the promotion and development of the game of Squash in Alberta and is a member in good standing of Squash Alberta.

Distinguished Volunteer Award: To recognize an outstanding, sustained contribution by a non-professional player, coach, or official to the game of Squash in Alberta, and is a member in good standing of Squash Alberta.

Special Achievement Award: To recognize an exceptional contribution by an individual or business to the promotion and development of the game of Squash in Alberta.

Sport Ambassador Award: To recognize the person who best reflects and epitomizes the sportsmanlike character of the game of Squash and is a member in good standing of Squash Alberta.

CLUB AWARDS: This award is to recognize club level volunteers. This volunteer's contribution has enhanced your club's squash programming. We are looking for volunteers that have provided a sustained (more than one year), positive and enthusiastic commitment to your programs. Nominations are opened

in March of each year and the awards are presented by the nominating clubs prior to the end of September of the current season.

Criteria for Club Awards:

- The recipient is not required to be a Squash Alberta member.
- The award need not be awarded every year.
- Only club owners, managers or Squash Professionals are eligible to submit nominations for this award.
- A complete biography of the person whom has been nominated must be provided.

Awards Vetting Policy

Definitions

1. The following term has this meaning in this Policy:
 - a. “*Individuals*” – All categories of membership defined in the Squash Alberta Bylaws, as well as all individuals employed by, or engaged in activities with, Squash Alberta including, but not limited to, athletes, coaches, conveners, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of Squash Alberta.
 - b. “BOD” – Squash Alberta Board of Directors

Purpose

2. The purpose of this Policy is to ensure that all Squash Alberta award recipients and Squash Alberta nominated/potential award recipients are thoroughly vetted prior to any final decision by the BOD to proceed with the awarding and/or nominating a candidate with and/or for an award.

Scope and Application

3. This policy applies to all Individuals being considered for a Squash Alberta Award and/or being considered as a nominee for an award from another organization.

Policy Statement

1. Prior to requesting nominations the BOD is to discuss the award criteria to confirm the purpose/criteria/spirit of the award.
2. Request nominations a minimum of 2 months prior to nomination deadline when possible.
3. Establish a committee to vet the nominations
4. Vetting to include review of nominee with:
 - a. Edmonton Squash League and Calgary Interclub Squash Association conduct committees
 - b. Squash Alberta Conduct committee
 - c. The nominees club Squash Professional and/or Club Representative
5. Committee to present findings/recommendations to the BOD

6. Any BOD member deemed to have a conflict of interest that would put themselves, the nominee and/or the SA BOD in a compromised position shall be recused from any discussions and/or voting specific to the identified conflict of interest.

BALL POLICY

Definitions

4. The following term has this meaning in this Policy:
 - a. “*Individuals*” – All categories of membership defined in the Squash Alberta Bylaws, as well as all individuals employed by, or engaged in activities with, Squash Alberta including, but not limited to, athletes, coaches, conveners, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of Squash Alberta.

Purpose

5. The purpose of this Policy is to describe Squash Alberta’s squash ball policy and use.

Scope and Application

6. This policy applies to all Individuals during all Squash Alberta sanctioned events.

Policy Statement

7. The official squash ball of Squash Alberta is Dunlop. The Dunlop Pro Ball (double yellow dot) will be used by all Individuals in all Squash Alberta sanctioned singles squash events.
8. The official squash ball Of Squash Alberta is Dunlop. The Dunlop Elite Hardball (red dot) will be used by all Individuals in all Squash Alberta sanctioned doubles squash events.

Appeals

9. Any decision made in accordance with this Policy is not appealable in accordance with Squash Alberta’s Appeal Policy.

CODE OF CONDUCT

Definitions

1. The following terms have these meanings in this Code:
 - a) “*Association*” – Squash Alberta
 - b) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, conveners, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of the Association

Purpose

2. The purpose of this Code is to ensure a safe and positive environment by making Individuals aware that there is an expectation of appropriate behaviour consistent with this Code. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Individuals' conduct during the Association's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Association's activities, the Association's office environment, and any meetings.
4. This Code also applies to Individuals' conduct outside of the Association's business, activities, and events when such conduct adversely affects relationships within the Association and/or its Members (and its work and sport environment) and is detrimental to the image and reputation of the Association. Such applicability will be determined by the Association at its sole discretion.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association's *Discipline and Complaints Policy*.
6. An employee of the Association found to have breached this Code will be subject to appropriate disciplinary action subject to the terms of the Association's *Human Resources Policy* as well as the employee's Employment Agreement, as applicable.

Responsibilities

7. Individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of Individual or the Association
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
 - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
 - b) Refrain from any behaviour that constitutes **harassment**. Types of behaviour that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats, or outbursts
 - ii. The display of visual material which is offensive or which one ought to know is offensive
 - iii. Unwelcome remarks, jokes, comments, innuendo, or taunts
 - iv. Leering or other suggestive or obscene gestures
 - v. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance
 - vii. Any form of hazing
 - viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - ix. Unwelcome sexual flirtations, advances, requests, or invitations
 - x. Physical or sexual assault

- xi. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xii. Retaliation or threats of retaliation against an individual who reports harassment
- c) Refrain from any behaviour that constitutes **workplace harassment or workplace violence**, where workplace harassment is defined as conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; and where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Workplace matters should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment or workplace violence include, but are not limited to:

Workplace Harassment

- i. Bullying
- ii. Repeated offensive or intimidating phone calls or emails
- iii. Inappropriate touching, advances, suggestions or requests
- iv. Displaying or circulating offensive pictures, photographs or materials
- v. Psychological abuse
- vi. Discrimination
- vii. Intimidating words or conduct (offensive jokes or innuendos)
- viii. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning

Workplace Violence

- ix. Verbal threats to attack a worker
 - x. Sending to or leaving threatening notes or emails
 - xi. Making threatening physical gestures
 - xii. Wielding a weapon
 - xiii. Hitting, pinching or unwanted touching which is not accidental
 - xiv. Blocking normal movement or physical interference, with or without the use of equipment
 - xv. Sexual violence
 - xvi. Any attempt to engage in the type of conduct outlined above
- d) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact

- e) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. The Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association
- f) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, 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)
- g) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- h) Refrain from consuming alcohol or cannabis, tobacco products, or recreational drugs while participating in Association programs, activities, events, or competitions. In the case that alcohol is legally present and being served, take reasonable steps to manage the responsible consumption of alcohol
- i) Respect the property of others and not willfully cause damage
- j) Adhere to all federal, provincial, municipal and host country laws
- k) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time
- l) When driving a vehicle with an Individual:
 - i. Not Have his or her license suspended
 - ii. Not Be under the influence of alcohol or cannabis, illegal drugs or substances
 - iii. Have valid car insurance
- m) Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition.

Board/Committee Members and Staff

- 8. In addition to section 7 (above), Association's Directors, Committee Members, and Staff will have additional responsibilities to:
 - a) Function primarily as a member of the board and/or committee(s) of Association; not as a member of any other particular member or constituency
 - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence

- c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
- d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of Association
- e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
- f) Behave with decorum appropriate to both circumstance and position
- g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
- h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
- i) Respect the confidentiality appropriate to issues of a sensitive nature
- j) Respect the decisions of the majority and resign if unable to do so
- k) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- l) Have a thorough knowledge and understanding of all Association governance documents
- m) Conform to the bylaws and policies approved by Association
- n) Complete the Respect in Sport Course(s)

Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - d) Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate
 - e) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
 - f) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - g) Act in the best interest of the athlete's development as a whole person
 - h) Comply with the Association's *Screening Policy*
 - i) Report to the Association any ongoing criminal investigation, conviction, or existing bail conditions
 - j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or cannabis and/or tobacco
 - k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
 - l) Dress professionally, neatly, and inoffensively
 - m) Use inoffensive language, taking into account the audience being addressed
 - n) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches

have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights

- o) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- p) Refrain from using their power or authority to coerce another person to engage in or tolerate sexual or harmful activities.
- q) Refrain from conduct that causes physical or emotional harm to Individuals
- r) Prevent the use of power or authority in an attempt, successful or not, to coerce another person to engage in or tolerate sexual activity.

Athletes

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill their carded athlete requirements
- b) Participate and appear on-time, well-nourished, and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- f) Dress in a manner representative of the Association; focusing on neatness, cleanliness, and discretion
- g) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or the Association
- g) Act openly, impartially, professionally, lawfully, and in good faith
- h) Be fair, equitable, considerate, independent, honest, and impartial in all dealings
- i) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- j) Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or the Association at the earliest possible time
- k) When writing reports, set out the true facts
- l) Dress in proper attire for officiating
- m) Comply with the Association's Conflict of Interest Policy

Parents/Guardians and Spectators

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
- a) Encourage athletes to play by the rules and to resolve conflicts without resorting to hostility or violence
 - b) Condemn the use of violence in any form
 - c) Never ridicule a participant for making a mistake during a performance or practice
 - d) Provide positive comments that motivate and encourage participants continued effort
 - e) Respect the decisions and judgments of officials, and encourage athletes to do the same
 - f) Recognize that officials, executives and staff act in good faith, and in the best interests of the athletes and sport as a whole.
 - g) Respect the decisions and judgments of officials, and encourage athletes to do the same
 - h) Support all efforts to remove verbal and physical abuse, coercion, intimidation and sarcasm
 - i) Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
 - j) Refrain from the use of bad language, nor harass competitors, coaches, officials, parents/guardians or other spectators
 - k) Refrain from disrespectful language, actions or behavior

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF SQUASH
ALBERTA CODE OF CONDUCT**

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF SQUASH ALBERTA CODE OF CONDUCT

Name: _____

Address: _____

Postal Code: _____ Telephone No.: _____

Email Address: _____ Position: _____

Instructions:

Please read the Squash Alberta Code of Conduct and Ethics and Discipline and Complaints Policy carefully to ensure that you understand the contents. Upon completion of your review, sign the statement below to indicate your understanding and agreement to comply with the documents, and return it to Squash Alberta.

Acknowledgement:

I hereby acknowledge the following:

1. I have been provided a copy of the Squash Alberta Coach Code of Conduct and Discipline and Complaints Policy or access to these documents via the internet. I have read and been informed about the content, requirements, responsibilities and expectations for coaches.
2. I agree to abide by the Squash Alberta's Coach Code of Conduct and Discipline and Complaints Policy.

3. I understand the Squash Alberta Coach Code of Conduct and Discipline and Complaints Policy is not intended to cover every situation which may arise and further instructions and expectations may be implemented by Squash Alberta.
4. I hereby agree to hold harmless Squash Alberta from any losses that may be incurred as a result of my breach of any provision of the Squash Alberta Code of Conduct and Discipline and Complaints Policy.
5. By my signature below, I acknowledged, understand, accept and agree to comply with the information contained in the Squash Alberta Code of Conduct and Discipline and Complaints Policy.

_____ Coach Name (please print)	_____ Signature	_____ Date
_____ Parent/Guardian (please print) (if under 18 years of age)	_____ Signature	_____ Date

THANK YOU FOR UPHOLDING OUR CULTURE!

Committee Composition Policy

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Association"* – Squash Alberta
 - b) *"members"* – Squash Alberta members in good standing
 - c) *"SA"* – Squash Alberta

Purpose

2. The association is committed to maintaining the integrity of its membership and the committees that guide the decisions and actions of the Board of Directors.

Policy

All Squash Alberta (SA) Committees must be comprised of current Squash Alberta members that are a minimum of 18 years of age.

From time to time, and when deemed appropriate by the Committee Chair, external subject matter experts may be sought to advise and/or guide SA Committee Members regarding specialized subjects; these advisors are not required to hold current SA Membership(s) and are not empowered to vote as part of the committee.

CONCUSSION POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) *"Association"* – Squash Alberta

Purpose

2. The Association is committed to maintaining the health of its athletes. The Association recognizes the increased awareness of concussions and their long-term effects and the Association therefore enacts this Policy as a tool to help manage concussed and possibly concussed athletes.

Procedure

3. During all Association events, competitions, and practices, participants (which include coaches, athletes, officials, and other members) will use their best efforts to:
 - a) Be aware of incidents that may cause a concussion, such as:
 - i. Falls
 - ii. Accidents
 - iii. Collisions
 - iv. Head trauma
 - b) Understand the symptoms that may result from a concussion, such as:
 - i. Nausea
 - ii. Poor concentration
 - iii. Amnesia
 - iv. Fatigue
 - v. Sensitivity to light or noise Irritability
 - vi. Poor appetite
 - vii. Decreased memory
 - c) Identify athletes or other individuals who have been involved in any of the above incidents and/or exhibit any of the above symptoms
4. Athletes or other individuals who have been involved in an incident that may cause a concussion and who may exhibit symptoms of a concussion shall be identified and removed from the activity.
5. Following the athlete being removed from the activity, the athlete's coach or other individual in charge of the athlete (if the athlete is a minor) or someone familiar to the athlete should:
 - a) Call an emergency number (if the situation appears serious)
 - b) Notify the athlete's parent (if the athlete is a minor) or someone close to the athlete (if the athlete is not a minor)
 - c) Have a ride home for the athlete arranged
 - d) Isolate the athlete into a dark room or area
 - e) Reduce external stimulus (noise, other people, etc)
 - f) Remain with the athlete until he or she can be taken home
 - g) Encourage the consultation of a physician

Incident Report

6. Once the injured participant has been properly attended to, an **Incident Report** shall be filed with the Association within 48 hours.

Return to Play

7. Once the athlete's immediate needs have been met, the athlete's family or the athlete should be directed to the following:

- a. An athlete who has been concussed should only return to the activity by following the steps outlined below and as directed by a physician:

Step 1: Complete cognitive and physical rest. Immediately consult a physician. Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once all symptoms are gone, rest for at least another 24-48 hours and re-consult a physician, preferably one with experience managing concussion, for clearance to proceed to Step 2.

Step 2: Light aerobic exercise to reintroduce physical activity: 10-15 minutes of low intensity activity.

Step 3: 30 minutes of low intensity activity at 75% of Max Heart Rate.

Step 4: 30 minutes of low intensity activity at 75% of Max Heart Rate with 30 second maximum effort intervals at minutes 10, 15, and 20.

Step 5: Sport-specific aerobic activity: 15 minutes of low intensity participation. The environment should be managed so as to ensure the athlete is at minimum risk of falling or colliding with other athletes. The athlete may also attempt basic balance drills.

Step 6: 30 minutes of activity at 75% of Max Heart Rate with 30 second maximum effort intervals at minutes 10, 15, and 20.

Step 7: Regular warm-up with high intensity agility/coordination activities and monitored high intensity workout.

Step 8: Full practice once cleared by a physician.

Step 9: Return to unrestricted training and competition

- b. Please note that 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.
- c. The concussed participant should be monitored regularly for the return of any signs and/or symptoms of concussion. If signs and/or symptoms return, consult with the medical doctor.

Medical Clearance

8. This Policy requires the athlete to consult with a physician throughout this process and the Association will comply with all directions provided by the physician which may supersede this policy.
9. If a participant is showing signs of concussion and/or has been clinically diagnosed as concussed, the Coach, Administrator and/or Supervisor of that participant **shall** prevent the participant from participation until the required medical clearance has been provided.
10. Once the participant has provided medical clearance, the coach, administrator and/or supervisor will be required to forward a copy of the medical clearance letter to the Association where it shall be attached to the participant's Incident Report for record keeping purposes.

Non-Compliance

11. Failure to abide by any of the guidelines and/or protocols contained within this policy may result in disciplinary action being taken by the Association in accordance with its Discipline and Complaints Policy.

CONFLICT OF INTEREST POLICY

Preamble

This policy applies to all directors, officers, employees, committee members, volunteers or individuals named by the Board to represent or speak on behalf of Squash Alberta. The effectiveness of Squash Alberta is dependent on its credibility.

A Conflict of Interest arises when a director, officer, employee, committee member, volunteer or individual named by the Board to represent or speak on behalf of Squash Alberta has a real or apparent personal interest in the same subject matter as does Squash Alberta.

Policy

A conflict of interest will be deemed to exist:

- When designated representatives place themselves or can be perceived to have placed themselves in a position where they are under any obligation to any person or organization, which might benefit from improper consideration or favor.
- If designated representatives find themselves in a position of having to determine the allocation of funds to specific projects with which they could be perceived to be deriving benefit.
- If a designated representative finds himself/herself in a position of evaluating and subsequently, voting upon, a sponsorship proposal from a company or corporation for whom the designated representative works or from whom that designated representative receives benefits (i.e. sponsorship).
- Use Squash Alberta property, equipment, supplies or services for activities not associated with the performance of official duties with Squash Alberta.
- Accept any cash contribution, gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a representative of Squash Alberta.

NOTE: This policy is not intended to prohibit the acceptance or giving of common courtesies associated with accepted business practices, including accepting or giving gifts of nominal value which could not be construed as a bribe or other improper payment. Cash payments in any amount must not be accepted or given as a gift or favor under any circumstances. The payment of honoraria by Squash Alberta to individuals who are entitled, by virtue of services performed or rendered, to receive such honoraria is permitted.

Disclosure

A director, officer, employee, committee member, volunteer or individual named by the Board to represent or speak on behalf of Squash Alberta disclose the circumstances in writing, see Appendix A, including material facts, to the President or Executive Director if they feel they are in a conflict of interest.

When an actual or perceived conflict of interest is disclosed in accordance with this policy, the Board of Directors will determine if a conflict of interest exists and may impose appropriate measures to ensure that the conflict is effectively managed.

Failure to disclose a conflict of interest may give rise to discipline in accordance with Squash Alberta's policies relating to conduct and discipline.



DECLARATION OF CONFLICT OF INTEREST

APPENDIX A

I have read Squash Alberta's Conflict of Interest Policy and declare that I shall conduct myself in a manner to avoid any real or perceived conflict of interest. I further declare that I shall disclose an real or perceived conflict of interest as soon as I become aware of the conflict.

I disclose the following interests which may give rise to a conflict of interest:

In the future, should my status/involvement change, I agree to re-submit my Conflict of Interest Declaration.

Print Name

Signature

Date

DISCIPLINE AND COMPLAINTS POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a. *“Association”* – Squash Alberta
 - b. *“Complainant”* – The Party alleging an infraction
 - c. *“Days”* – Days including weekend and holidays
 - d. *“Executive Committee”* – A committee of Directors as defined in the Association’s Bylaws.
 - e. *“Individuals”* – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of the Association
 - f. *“Parties”* – The Complainant, Respondent, and any other Individuals, persons, or organizations affected by the complaint
 - g. *“Respondent”* – The alleged infracting Party

Purpose

2. Membership in the Association, as well as participation in its activities, brings many benefits and privileges. At the same time, Individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Association’s policies, bylaws, rules and regulations, and *Code of Conduct*. Non-compliance by Individuals may result in sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Individuals relating to matters that may arise during the course of Association’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Association activities, and any meetings.
4. This Policy does not prevent discipline from being applied, during a competition or event, according to the procedures in place for the particular event. Further discipline may be applied according to this Policy.
5. 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. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.
6. Discipline matters and complaints arising within the business, activities, or events organized by entities other than the Association will be dealt with pursuant to the policies of these other entities unless requested and accepted by the Association at its sole discretion.

Reporting a Complaint

7. Any Individual may report any complaint to the Association. A complaint must be in writing and signed, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Association.
8. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of the Executive Committee. This decision may not be appealed.
9. At the Executive Committee's discretion, the Association may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, the Executive Committee will identify an individual to represent the Association.

Mediation

10. Upon the consent of the Parties, the dispute may be referred to Association's *Dispute Resolution Policy* with the objective of resolving the dispute.

Case Manager

11. Should the *Dispute Resolution Policy*, if applicable, not resolve the dispute, the Executive Committee will appoint a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager is not required to be a member of the Association. The Case Manager has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
 - b) Determine if the complaint is a minor or major infraction
 - c) Appoint the Panel, if necessary
 - d) Coordinate all administrative aspects
 - e) Provide administrative assistance and logistical support to the Panel as required
 - f) Provide any other service or support that may be necessary to ensure a fair and timely proceeding
12. The Case Manager will inform the Parties if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.

Minor Infractions

13. Minor infractions are **single incidents** of failing to achieve expected standards of conduct that generally do not result in harm to others, Association, or the sport. Examples of minor infractions can include, but are not limited to, a single incident of:
 - a) Disrespectful, abusive, racist, or sexist comments or behaviour
 - b) Disrespectful conduct

- c) Conduct contrary to the values of the Association
 - d) Neglecting attendance at Association events and activities at which attendance is expected or required
 - e) Non-compliance with the Association's policies, procedures, rules, or regulations
 - f) Minor violations of the Association's *Code of Conduct*
14. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the Individual involved. If applicable, discipline specific to the specific event or competition shall be applied. The person in authority can be, but is not restricted to being, staff, officials, coaches, judges, organizers, or the Association's decision-makers.
15. Provided that the Respondent being disciplined is told the nature of the infraction, copied on any documented evidence and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
16. Penalties for minor infractions, which may be applied singularly or in combination, include the following:
- a) Verbal or written reprimand from the Association to one of the Parties
 - b) Verbal or written apology from one Party to the other Party
 - c) Service or other contribution to the Association
 - d) Removal of certain privileges of membership for a designated period of time
 - e) Suspension from the current competition, activity, or event
 - f) Fines
 - g) Any other sanction considered appropriate for the offense
 - h) Discipline specific to the event or competition, if applicable
17. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

18. Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, or to the Association. Examples of major infractions include, but are not limited to:
- a) Repeated minor infractions
 - b) Any incident of hazing
 - c) Incidents of physical abuse
 - d) Behavior that constitutes harassment, sexual harassment, or sexual misconduct
 - e) Pranks, jokes, or other activities that endanger the safety of others
 - f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - g) Conduct that intentionally damages the Association's image, credibility, or reputation
 - h) Consistent disregard for the Association's bylaws, policies, rules, and regulations
 - i) Major or repeated violations of the Association's *Code of Conduct*
 - j) Intentionally damaging Association property or improperly handling Association monies
 - k) Abusive use of alcohol or cannabis, any use or possession of alcohol or cannabis by minors, or use or possession of illicit drugs and narcotics
 - l) A conviction for any *Criminal Code* offense
 - m) Any possession or use of banned performance enhancing drugs or methods

19. Major infractions will be handled using the Procedure for Major Infraction Hearing set out in this Policy, except where a dispute resolution procedure contained within a contract, employee agreement, or other formal written agreement takes precedence.

Procedure for Major Infraction Hearing

- 20. The Case Manager shall notify the Parties that the complaint shall be dealt with as a major infraction. The Case Manager shall then decide the format under which the complaint will be heard. This decision is at the sole discretion of the Case Manager and may not be appealed.**
- 21. The Case Manager will appoint a Discipline Panel, which shall consist of three persons to hear the complaint. The Panel members amongst themselves will appoint one Panel member to serve as the Chair.**
22. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may still hold a hearing for the purpose of determining an appropriate sanction.
- 23. If a Party chooses not to participate in the hearing, the hearing will proceed in any event.**
- 24. The Case Manager, in cooperation with the Discipline Panel, will determine the format of the hearing, which may involve an oral in-person hearing, an oral hearing by telephone or other telecommunications, 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 Panel deem appropriate in the circumstances, provided that:**
- a) The Parties will be given appropriate notice of the day, time, and place of the hearing
 - b) 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
 - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
 - d) The Panel may request that any other individual participate and give evidence at the hearing, in such case, all Parties will be provided notice of such individual participation.
 - e) The Panel may allow as evidence at the hearing any oral evidence and document or thing 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. In such case, all Parties will be provided all evidence considered by the Panel.
 - f) The decision will be by a majority vote of Panel members
- 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 complaint in question and will be bound by the decision.**
- 26. In fulfilling its duties, the Panel may obtain independent advice.**

Decision

27. After hearing the matter, the 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 Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and the Association. 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 before the end of the fourteen (14) day period.

Sanctions

28. The Panel may apply the following disciplinary sanctions, singularly or in combination, for major infractions:
- a) Verbal or written reprimand from Association to one of the Parties
 - b) Verbal or written apology from one Party to the other Party
 - c) Service or other contribution to Association
 - d) Expulsion from Association
 - e) Removal of certain membership privileges
 - f) Suspension from certain teams, events, and/or activities
 - g) Suspension from all Association's activities for a designated period of time
 - h) Withholding of prize money or awards
 - i) Payment of the cost of repairs for property damage
 - j) Suspension of funding from Association or from other sources
 - k) Any other sanction considered appropriate for the offense
29. Unless the Panel decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension until such time as compliance occurs.

Suspension Pending a Hearing

30. The Association may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending completion of the criminal process, a hearing or a decision of the Panel.

Criminal Convictions

31. An Individual's conviction for any of the following *Criminal Code* offenses will be deemed a major infraction under this Policy and will result in expulsion from the Association and/or removal from the Association's competitions, programs, activities and events upon the sole discretion of the Association:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs

Confidentiality

32. The discipline and complaints process is confidential and involves only the Association, 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 relating to the discipline or complaint to any person not involved in the proceedings.

Timelines

33. 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 Panel may direct that these timelines be revised.

Records and Distribution of Decisions

34. Minor and major infractions shall be recorded and maintained by the Association.
35. Other organizations may be advised of any decisions and, if there was an appeal, the appeal decision.
36. Decisions will be considered a matter of public record unless decided otherwise by the Panel. The Association and/or the Panel may decide to redact the names of individuals involved. The Panel may determine that disclosing the person's identity would unduly violate the person's privacy and may decide that the decision, or part of the decision, shall be kept confidential.

Appeals Procedure

37. The decision of the Panel may be appealed in accordance with the Association's *Appeal Policy*.

DISPUTE RESOLUTION POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) "Association" – Squash Alberta

Purpose

3. The Association supports the principles of negotiation, facilitation, and mediation as effective ways to resolve disputes.
4. The Association encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their differences. The Association believes that negotiated settlements are usually preferable to outcomes resolved through other dispute resolution techniques.

Application of this Policy

5. This Policy applies to all disputes within the Association when all parties to the dispute agree that such a course of action would be mutually beneficial.

Facilitation and Mediation

6. If all parties to a dispute agree to this Policy, a mediator or facilitator shall be appointed by the Executive Committee to mediate or facilitate the dispute.
7. The mediator or facilitator shall decide the format under which the dispute shall be mediated or facilitated.
8. Should a negotiated decision be reached, the decision shall be reported to, and approved by the Executive Committee.
9. Should a negotiated decision not be reached by the deadline specified by the mediator or facilitator, or if the parties to the dispute do not agree to Alternate Dispute Resolution, the dispute shall be considered under the appropriate section of Association's *Discipline and Complaints Policy* or *Appeal Policy*.
10. The costs of mediation and facilitation will be shared equally by the parties or paid by the Association upon their sole discretion.

Final and Binding

11. Any negotiated decision will be binding on the parties. Negotiated decisions may not be appealed.
12. No action or legal proceeding will be commenced against Association or its Individuals in respect of a dispute, unless the Association has refused or failed to provide or abide by its governing documents.

EYEGUARD POLICY

Eyeguards are highly recommended for all players.

This policy is to be enforced in all events. "That only protective eyewear appearing on the Squash Canada list of acceptable eyeguards meeting the ASTM designation F803 (Standard specification of Eye Protectors for use by Players of Racket Sports), shall be allowable at a Squash Alberta sanctioned event where the use of protective eyewear is mandatory."

"That all juniors who are members in good standing of Squash Alberta shall appropriately wear eyeguards which are on the Squash Canada's list of acceptable protective eyewear, in any Squash Alberta sanctioned events and on-court activities for which they receive funding from Squash Alberta, or activities where they are members of a Provincial Team or Squad."

For a complete list of approved eyeguards go to the Squash Alberta website at www.squashalberta.com

FUNDRAISING POLICY

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with Squash Alberta who wish to solicit funds on behalf of the organization must acquire written permission from Squash Alberta's Board of Directors prior to beginning any fundraising activities.

Within 7 days of a donation every donor shall receive a formal acknowledgement/ thank you letter.

A tax receipt maybe issued for donations that are submitted under the Alberta Sport Connection Donation Fund Program. Information on this program is available at: <http://albertasport.ca/get-involved/donations.aspx>

GOVERNANCE POLICY

The Board of Directors of Squash Alberta primarily responsibilities are to strategically direct and lead the Association.

The following are some of the governance duties of the Board of Directors:

- Commitment to vision, mission and values and guided by strategic plan.
- Ensure that Squash Alberta has capable management and that there are clear goals between the Board and the senior staff.
- Ensure that Squash Alberta has proper financial monitoring and recording functions in place and that there is an arms-length financial review through an audit committee or equivalent.
- Ensure that the needs of the association's membership are met.
- Ensure that the association is managed in a transparent and open manner and is accountable to its members.

HARASSMENT POLICY

Policy Statement:

Squash Alberta is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by the Individual Rights Protection Act of Alberta. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. Squash Alberta recognizes that everyone has a role to play in discouraging harassment.

Application:

This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of Squash Alberta. It applies to harassment which may occur during the course of all Squash Alberta business, activities and events.

Definitions:

Harassment can generally be defined as comment or conduct, directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submitting to or rejecting this conduct is used as the basis for making decisions which affect the

- individual; or
- Such conduct has the purpose or effect of interfering with an individual's performance; or such conduct creates an intimidating, hostile or offensive environment.

Types of behavior which constitute harassment include, but are not limited to:

- Written or verbal abuse or threats;
- The display of visual material which is offensive or which one ought to know is offensive;
- Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
- Leering or other suggestive or obscene gestures;
- Condescending, paternalistic or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
- Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
- Unwanted physical contact including touching, petting, pinching or kissing;
- Unwelcome sexual flirtations, advances, requests or invitations, physical or sexual assault.

Confidentiality:

Squash Alberta recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. Squash Alberta recognizes the interests of both the complainant and the respondent in keeping the matter confidential.

Complaint Procedure:

A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with an official of Squash Alberta (for the purposes of this policy, an "official" is any member of the Board of Directors or the Executive Director).

Once contacted by a complainant the role of the official is to serve in a neutral, unbiased capacity in receiving complaints and assisting their informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another official.

There are three possible outcomes to this meeting of complainant and official:

- It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
- The complainant may decide to pursue an informal resolution of complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
- The complainant may decide to lay a form written complaint, in which case the official shall receive the written complaint, provide a copy to the respondent, who shall be given an opportunity to respond in writing.

Once the respondent's statement is received, the official shall provide copies of both written statements to the President of Squash Alberta (or to another Executive Officer if the President is involved in the complaint). Within 7 days of receiving the written statements, the President shall appoint three persons to serve as a Panel. This Panel shall consist of at least one woman and at least one man, and shall include one individual who is knowledgeable and familiar with harassment issues. These persons shall be members of Squash Alberta, except for the individual knowledgeable and familiar with harassment issues, who may come from outside of the Squash Alberta membership.

Hearing:

As soon as possible but in any event within 14 days of being appointed, the Panel shall convene a hearing.

The hearing shall be governed by such procedures as the Panel may decide, provided that:

- The complainant and respondent shall be given 10 days written notice of the day, time and place of the hearing.
- Members of the Panel shall select from among themselves a Chairperson.
- A quorum shall be all three Panel members.
- Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the Chairperson shall be the decision of the Panel.
- Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the Panel. If the complainant does not appear, the matter shall be dismissed. If the respondent does not appear, the hearing shall proceed.
- The complainant and respondent may be accompanied by a representative or advisor. Should the complainant and/or respondent choose to have legal counsel, they shall be responsible for any costs incurred.

As soon as possible but in any event within 14 days of the hearing, the Panel shall present its findings in a report to the President (or to the Executive Officer who appointed the Panel) with a copy provided to both the complainant and respondent. This report shall contain:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute harassment as defined in this policy;
- Recommended disciplinary action against the respondent, if the acts constitute harassment; and
- Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report shall recommend disciplinary action, through the Squash Alberta Code of Conduct, against the complainant.

Discipline:

When recommending appropriate disciplinary action, the Panel shall consider factors such as:

- The nature and severity of the harassment;
- Whether the harassment involved any physical contact;
- Whether the harassment was an isolated incident or part of an ongoing pattern;
- The nature of the relationship between the complainant and harasser;
- The age of the complainant;
- Whether the harasser had been involved in previous harassment incidents;
- Whether the harasser admitted responsibility and expressed a willingness to change;
- Whether the harasser retaliated against the complainant.

In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- Verbal apology;
- Written apology;
- Letter of reprimand from the organization;
- A fine or levy;
- Referral to counseling;
- Removal of certain privileges of membership or employment;
- Demotion or a pay cut;
- Temporary suspension with or without pay;
- Termination of employment or contract;
- Expulsion from membership.

Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the Chairperson of the Panel (with copies to the President or Executive Officer who appointed the Panel) within 14 days of the complainant or respondent receiving the Panel's report.

Permissible grounds for an appeal are:

- The Panel did not follow the procedures laid out in this policy;
- Members of the Panel were influenced by bias; or
- The Panel reached a decision which was grossly unfair or unreasonable.

As soon as possible but in any event within 7 days of receiving a notice of appeal, the President (or Executive Officer) shall appoint an unbiased individual to constitute the Appeal Body.

The Appeal Body shall base its decision on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the report of the Panel, and the notice of appeal.

As soon as possible but in any event within 10 days of being appointed, the Appeal Body shall present its findings in a report to the President. The Appeal Body shall have the authority to uphold the decision of the Panel, to reverse the decision of the Panel, and/or to modify any of the Panel's recommendations for disciplinary action or remedial measures. **The decision of the Appeal Body shall be final.**

HUMAN RESOURCES POLICY

Squash Alberta is committed to fair and ethical employment practices that support workplace diversity and respect relevant employment and human rights legislation.

Squash Alberta's Executive Director reports to the Board through the President who evaluates his/her performance annually while staff report to and are evaluated by the Executive Director.

All decisions regarding recruitment, hiring, promotion, compensation, and all other terms and conditions of employment, are made without regard to race, religious beliefs, color, gender, sexual orientation, marital status, physical and mental disability, age, ancestry or place of origin.

PRIVACY POLICY

Background

1. Different privacy legislation applies to the public sector and to the private sector. Not-for-profit sport organizations in Canada are considered to be part of the private sector. The *Personal Information Protection and Electronic Documents Act* (PIPEDA) is the federal privacy legislation that applies to all not-for-profit sport organizations in Canada.

2. Alberta has provincial legislation similar to PIPEDA that applies first, before PIPEDA is applied. However, PIPEDA will still apply if any personal information crosses provincial borders. In Alberta, the Personal Information Privacy Act (PIPA) applies before PIPEDA.
3. This Privacy Policy is based on the standards required by *PIPEDA and PIPA as interpreted by the Organization*.

Definitions

4. The following terms have these meanings in this Policy:
 - a) “*Commercial Activity*” – any particular transaction, act or conduct that is of a commercial character.
 - b) “*Individuals*” – All categories of membership defined in the Association’s Bylaws, as well as all individuals employed by, or engaged in activities with, the Association including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, spectators, parents/guardians and directors and officers of the Organization
 - c) “*Organization*” – Squash Alberta
 - d) “*Personal Information*” – any information about an individual that relates to the person’s personal characteristics including, but not limited to: gender, age, income, home address, home phone number, ethnic background, family status, health history, and health conditions
 - e) “*Stakeholder*” – 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

Purpose

5. The Organization recognizes Individuals’ right to privacy with respect to their Personal Information. This Policy describes the way that the Organization collects, uses, safeguards, discloses, and disposes of Personal Information.

Application of this Policy

6. This Policy applies to all Stakeholders and Individuals in connection with personal information that is collected, used or disclosed during the Organization’s Commercial Activity and Non-Commercial activity.
7. Except as provided in PIPEDA and PIPA, the Organization’s Board of Directors will have the authority to interpret any provision of this Policy that is contradictory, ambiguous, or unclear.

Obligations

8. The Organization is obligated to:
 - a) Follow and abide by PIPA and PIPEDA in all matters involving the collection, use, and disclosure of Personal Information during the Organization’s Commercial Activity.
 - b) Always disclose what Personal Information is being collected from Individuals and for what purpose the Personal Information is being collected. The Organization will not require the collection of any Personal Information if the purpose for its collection is not identified.
9. In addition to fulfilling the legal obligations required by PIPEDA and PIPA, 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

10. The Organization's 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 Organization's Privacy Officer also handles personal information access requests and complaints. The Organization's Privacy Officer may be contacted at the following address:

Duties

11. 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.

Information Collection Purposes

12. The Organization may collect Personal Information from Individuals and prospective Individuals for purposes that may include any of the following:

Non-Commercial Activity Communications

- a) Sending communications in the form of e-news or a newsletter with content related to the Organization's programs, events, fundraising, activities, discipline, appeals, and other pertinent information
- b) Publishing articles, media relations and postings on the Organization's website, displays or posters
- c) Award nominations, biographies, and media relations
- d) Communication within and between Stakeholders and Individuals

- e) Discipline results and long term suspension list
- f) Checking residency status

Identification

- f) Informing governing bodies (e.g., Provincial Sport Organizations (PSOs), National Sport Organizations (NSOs)) of Individuals' registration and/or participation with the Organization
- g) Informing government funders the number and demographic profile of registered Individuals

Registration, Database Entry and Monitoring

- h) Registration of programs, events and activities
- i) Database entry at the Coaching Association of Canada and to determine level of coaching certification, coaching qualifications, and coach selection.
- j) Database entry to determine level of officiating certification and qualifications
- k) Determination of eligibility, age group and appropriate level of play/competition
- l) Athlete Registration, outfitting uniforms, and various components of athlete and team selection
- m) Technical monitoring, officials training, educational purposes, sport promotion, and media publications

General

- n) Travel arrangement and administration
- o) Implementation of the Organization's screening program
- p) Medical emergency, emergency contacts or reports relating to medical or emergency issues
- q) Determination of membership demographics and program wants and needs
- r) Managing insurance claims and insurance investigations
- s) Video recording and photography for personal use, and not commercial gain, by spectators, parents and friends
- t) Payroll, honorariums, company insurance and health plans

Commercial Activity

Sales, Promotions and Merchandising

- a) Purchasing equipment, coaching manuals, resources and other products
- b) Promotion and sale of merchandise
- c) Video recording and photography for promotional use, marketing and advertising by the Organization

13. The Organization's Stakeholders may collect Personal Information from Individuals and prospective Individuals for other purposes, provided that documented consent specifying the use of the Personal Information is obtained from the Individuals or prospective Individuals.

Consent

14. 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 **Information Collection Purposes** section of this Policy.

15. At the time of the collection of Personal Information and prior to the use or disclosure 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.
16. 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 or registration form (see sample **Appendix A**)
 - 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
17. 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.
18. An Individual may withdraw consent in writing, at any time, subject to legal or contractual restrictions. The Organization will inform the Individual of the implications of withdrawing consent.
19. 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.
20. 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 a Individual's life, health, or security
 - d) The information is publicly available as specified in PIPEDA and/or PIPA
21. 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.
22. 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 PIPA 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) 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 and/or PIPA
- k) If otherwise required by law

Accuracy, Retention, and Openness

- 23. 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.
- 24. Personal Information will be retained as long as reasonably necessary to enable participation in the Organization programs, events, and activities, and in order to maintain historical records as may be required by law or by governing organizations.
- 25. 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*.
- 26. 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.
- 27. Personal Information that has been used to make a decision about an Individual will be maintained for a minimum of one year in order to allow the individual the opportunity to access the Personal Information after the decision has been made.
- 28. 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 person 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

- 29. 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.

30. 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.
31. 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
32. 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 and/or PIPA that support the refusal.

Compliance Challenges

33. Individuals are able to challenge the Organization for its compliance with this Policy.
34. Upon receipt of a 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 file and personnel
 - e) Upon completion of the investigation and within thirty (30) days of receipt of the complaint, the investigator will submit a written report to the Organization
 - f) Notify the complainant the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures
35. The Organization will not dismiss, suspend, demote, discipline, harass, or otherwise disadvantage any the Organization Individual or Stakeholder who:
 - a) Challenges the Organization for its compliance with this Policy
 - b) Refuses to contravene this Policy or PIPEDA
 - c) Takes precautions not to contravene this Policy, PIPA or PIPEDA; even though said precautions may be in opposition to the regular duties performed by the Individual

APPENDIX A - CONSENT

The Organization will include the following paragraph (or a variation) whenever Personal Information is being collected from Individuals:

1. I, the participant, authorize the Organization to collect and use personal information about me for the purposes described in the Organization's *Privacy Policy*.
2. In addition to the purposes described in the Organization's Privacy Policy, I authorize the Organization to:
 - a) Distribute my information to the _____ (the *Organization to insert the name of the PSO and/or NSO*)
 - b) Photograph and/or record my image and/or voice on still or motion picture film and/or audio tape, and to use this material to promote the sport through the media of newsletters, websites, television, film, radio, print and/or display form. I understand that I waive any claim to remuneration for use of audio/visual materials used for these purposes
 - c) *(the Organization may add other specific purposes)*
3. I understand that I may withdraw such consent at any time by contacting the Organization's Privacy Officer. The Privacy Officer will advise the implications of such withdrawal.

SCORING POLICY

POINT-A-RALLY SCORING TO 11 (PARS TO 11)

A match will consist of the best of three or five games at the option of the organizers of the competition. Each game will be played to eleven points.

Either player may score points on each rally. The server, on winning a stroke, scores a point and retains the service; the receiver, on winning a stroke, scores a point and becomes the server.

The player who scores eleven points by a margin of at least two points wins the game. If the score reaches ten-all, the game continues until one player has a margin of two points, whereupon that player wins the game.

The first time the score reaches ten-all, the Marker will announce "10-all, tie break, a player must win by two points", but if the score reaches ten-all in any subsequent game, the Marker simply announces "10 all, tiebreak".

The Marker will call "Game ball" to indicate that either player requires one point to win the game in progress, or "Match ball" to indicate that either player requires one point to win the match.

The score of each game will be recorded with the actual number of points won by each player; the winning players score is recorded first (e.g. 11-7, 3-11, 12-10, 10-12, 25-23).

SCREENING POLICY

Definitions

1. The following terms have these meanings in this Policy:
 - a) “*Association*” – Squash Alberta.
 - b) “*Executive Committee*” – A committee of Directors as defined in the Association’s Bylaws.
 - c) “*Police Record Check*” – A search of the RCMP criminal records database to determine whether the individual has a criminal record (PRC).
 - d) “*Vulnerable Sector Check*” – A secondary part of the Police Record Check, for individuals who are volunteering in a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses and/or charges (VS).

Preamble

2. The Association understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community.

Application of this Policy

3. This Policy applies to all individuals whose position with the Association 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 Association will be required to undergo screening through a PRC-VS and a Screening Disclosure Form because not all positions pose a risk of harm to the Association or to its participants. The Association will determine which individuals will be subject to screening using the following guidelines (variations from the guidelines are at the sole discretion of the Association):

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

- a) Parents, youth, guides, 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) Directors
- b) Assistant coaches or volunteer head coaches
- c) Athlete support personnel
- d) Coaches who are typically under the supervision of another coach

Level 3 – High Risk – Individuals involved in high risk assignments who occupy positions of trust and/or authority, have a supervisory role, direct others, are involved with financial/cash management, and who have access to minors or people with a disability. Examples:

- a) Directors
- b) Executive Director
- c) Full time coaches
- d) Coaches who travel with athletes
- e) Coaches who could be alone with athletes

Policy

5. It is the Association'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 Association's policies and procedures
 - b) Level 2 individuals will:
 - i. Complete and provide a PRC
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Association
 - vi. Provide a driver's abstract, if requested
 - c) Level 3 individuals will:
 - i. Complete and provide a PRC-VS
 - ii. Complete a Screening Disclosure Form
 - iii. Complete an Application Form indicating that the individual has read and understands the Association's policies and procedures
 - iv. Provide one letter of reference related to the position sought
 - v. Participate in orientation as determined by the Association
 - 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) If an individual subsequently receives a conviction for, or is found guilty of, an offense they will report this circumstance immediately to the Association.
 - f) If an individual provides falsified or misleading information, the individual will immediately be removed from their Association position and may be subject to further discipline in accordance with the Association's *Discipline and Complaints Policy*.

Screening Committee

6. The implementation of this policy is the responsibility of the Association's Screening Committee which is a committee of three (3) to five (5) members appointed by the Executive Committee. Quorum for the Screening Committee will be three members.
7. The Executive Committee 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 Executive Committee 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 PRC-VSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions within the Association. 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.

Procedure

10. The Screening requirements defined in this policy will be submitted to the Association in an envelope marked "Confidential" to:

Squash Alberta
PO Box 71074 Silver Springs NW
Calgary, AB T3B 5K2
11. If required, the Association will provide a letter confirming the potential position within the Association.
12. 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.
13. The Screening Committee will review all submitted documents and determine if the individual has committed a relevant offense.
14. 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

15. 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 PRC-VSs.
16. PRC-VSs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. However, the Screening Committee may request that an individual provide a PRC-VS or a Screening Disclosure Form for review and consideration at any time. Such request will be in writing and reasons will be provided for such a request.

Relevant Offenses

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

Records

18. 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

19. An individual's conviction for any of the following *Criminal Code* offenses may result in expulsion from the Association and/or removal from designated positions, competitions, programs, activities and events upon the sole discretion of the Association:
 - 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

Appeals

20. Decisions made under this policy are final and binding and are NOT appealable under the Squash Alberta Appeal Policy.

Screening Disclosure Form

Name: _____
(First) (Middle) (Last)

Other names you may have used: _____

Current Permanent Address:

(Street) (City) (Province) (Postal Code)

Date of Birth: _____ Gender: _____

(Month/Day/Year)

Club: _____ Email: _____
_____ :

Note: Failure to disclose a conviction/sanction may be considered an intentional omission and subject to failure of screening requirements as required by the Association's *Screening Policy*.

1. Have you ever been convicted of a crime?

Yes: _____ No: _____ If yes, please describe for each conviction and provide a copy of the decision:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes: ____ No: ____ If yes, please explain for each pending charge:

—

Name or Type of
Offense/Charge: _____

Name and Jurisdiction of
Proceeding: _____

Further
Explanation: _____

3. Have you ever been subject to a lawsuit relevant to sport, coaching, etc.?

Yes: ____ No: ____ If yes, please describe each finding, judgment or ruling below:

—

Court
Finding: ____

Out of Court
Settlement: ____

Type of Offense or
Finding: _____

Year of Offense or
Settlement: _____

Further
Explanation: _____

4. Have you ever been subject to a settlement agreement, plea bargain, charges stayed, etc. relevant to the profession of coaching or sport?

Yes: ____ No: ____ If yes, please describe each outcome and provide a copy:

—

Court
Finding: ____

Out of Court
Settlement: ____

Type of Offense or
Finding: _____

Year of Offense or
Settlement: _____

Further
Explanation: _____

5. Have you ever been dismissed from a coaching or sport position?

Yes: ____ No: ____ If yes, please describe below:

—

Name of applicable
Organization: _____

Date of
Dismissal: _____

Reason for
Dismissal: _____

6. Have you ever been disciplined or sanctioned by a sport governing body outside Canada, inside Canada?

Yes: ____ No: ____ If yes, please describe and provide a copy of the decision:

—

Name of applicable
Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.)?

Yes: ____ No: ____ If yes, please describe and provide a copy of the decision:

—

Name or Type of Offense: _____

Name of Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

Certification:

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform the Association of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____

Date: _____

(Month/Day/Year)

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Association to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the Association's Screening Policy, administering membership services and communicating with National Sport Organizations, Provincial Sport Organizations, Sport Clubs, and other organizations involved in the governance of the sport. The Association does not distribute personal information for commercial purposes.

SOCIAL MEDIA POLICY**Purpose:**

The purpose of this policy is to educate Squash Alberta members on the risks of social media and to ensure that they are aware that conduct deemed to be inappropriate may be subject to disciplinary actions under Squash Alberta's policies. Squash Alberta's Social Media Policy will encompass public communications through the internet mediums and websites such as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

Application of this Policy:

This policy will be applicable to all members of Squash Alberta, including directors, staff, coaches, officials and volunteers.

The following conduct will not be tolerated by Squash Alberta through social media and are considered violations of Squash Alberta's Social Media Policy and may be subject to disciplinary action under Squash Alberta's policies:

- Any statement deemed to be publicly critical of the association's members, directors, staff, coaches, officials and volunteers.

- Any form of bullying, harassment or threats against the association's members, directors, staff, coaches, officials and volunteers;
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use
 - Alcohol or cannabis abuse
 - Public intoxication
 - Hazing
 - Sexual exploitation
- Online activity that contradicts the current policies of Squash Alberta;
- Inappropriate, derogatory, racist, or sexist comments of any kind;
- Online activity that is meant to harm individuals or to misrepresent fact or truth.

Discipline:

Squash Alberta will investigate reported violation(s) of this policy and will deal with any violation under Squash Alberta's current Code of Conduct and Ethics, Discipline or Harassment Policies.

TRANSGENDER ATHLETE POLICY

Definitions

1. The following terms have these meanings in this document:
 - a) *"Association"* – Squash Alberta
 - b) *"Gender reassignment"* – medically-supervised program of treatment to transition a person's body to align with their gender identity through hormone therapy and/or surgery.
 - c) *"Medical Practitioner"* – A person licensed to practice medicine in Canada who has obtained a medical school diploma ("MD") and is registered with the Physicians Credential Registry of Canada.
 - d) *"Transgender"* – Individuals who have been assigned one gender at birth but identify with the other gender. In order to align their bodies with their sense of gender, many transgender individuals undergo hormone therapy and/or surgery to transition to the other gender.
 - e) *"Transgender Female"* – Someone who was assigned male at birth, but who identifies as a girl or a woman and who is being treated for gender reassignment.
 - f) *"Transgender Male"* – Someone who was assigned female at birth, but who identifies as a boy or a man and who is being treated for gender reassignment.

Guiding Principle

2. The Association is committed to being inclusive and respectful of all participants and will implement this policy in a fair and equitable manner.

Purpose

3. The Association believes in equal opportunity for all participants. However, in instances where a transgender athlete wishes to compete, the Association will implement eligibility guidelines in order to ensure a fair and level playing field for all participants.

Eligibility Guidelines

4. The following guidelines will be used to determine the eligibility of transgender athletes:
 - a) *Gender reassignment before puberty*
 - i. Athletes undergoing gender reassignment of male-to-female shall be regarded as female
 - ii. Athletes undergoing gender reassignment of female-to-male shall be regarded as male
 - b) *Gender reassignment after puberty*
 - i. Transgender Females, to compete as a female, must submit documentation from a Medical Practitioner that gender reassignment has been ongoing for at least one year.
 - ii. Transgender Males, to compete as a male, must submit documentation from a Medical Practitioner that gender reassignment is ongoing.
5. Any transgender athlete who is not undergoing hormone therapy for gender reassignment purposes will only be permitted to compete as the gender that was assigned at birth.

Application for Eligibility

6. The transgender athlete will initiate the process by submitting documentation from a Medical Practitioner as outlined in Section 4.
7. The Association will decide each case based upon the documentation provided and may, with reasonable cause, request additional information. Upon review and acceptance of the documentation, the transgender athlete will be registered as the gender to which they have transitioned or are transitioning. The individual will continue to remain designated as such unless circumstances dictate that a different determination should be made.
8. All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. Athletes are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a Therapeutic Use Exemption (TUE) related to gender reassignment.

Confidentiality

9. The Association agrees that the procedures under this Policy are confidential. The Association will not disclose to outside parties any documentation submitted by a transgender athlete or any communications with a transgender athlete, except as is necessary for the purposes of implementing this policy.

Appeal

10. Any decision rendered by the Association in accordance with this Policy may be appealed in accordance with the Association's *Appeal Policy*.

VOLUNTEER DEVELOPMENT POLICY

Volunteers are the true reflection of an association. Squash Alberta has an annual awards program and club awards program in place for recognition of the Associations volunteers.

The following is a guideline in the development of volunteers for Squash Alberta:

1. Volunteer Management Procedures:
 - Squash Alberta will ensure that volunteer positions have a job description and evaluation process.
 - Volunteer records will be kept and treated with confidentiality.

2. Volunteer Recruitment:

- Volunteer will be recruited on an ongoing as need bases.
- Any volunteer who is working directly with a junior will require a police check on an annual basis.

WEBSITE TERMS AND USE POLICY

Squash Alberta may change these Terms at any time without notice.

Site Content:

Squash Alberta has taken care to ensure the accuracy of all information on our website. Downloading or copying of content does not transfer any right, title or interest.

Links to Other Sites:

Links from web sites outside the Squash Alberta site are meant for convenience only. Squash Alberta does not review, endorse, approve or control, and is not responsible for any sites linked from or to the Squash Alberta site, the content of those sites, the third parties named therein, or their products and services. Linking to any other site is at your sole risk and Squash Alberta will not be responsible or liable for any damages in connection with linking.

Disclaimer:

Squash Alberta's web site and all content are provided as is. By accessing and using the Squash Alberta web site you acknowledge and agree that use of the web site and the content is entirely at your own risk.

Refund Policy:

Squash Alberta will refund your original purchase price if claims are made in writing within 30 days of purchase or as otherwise stated.

Currency:

Squash Canada accepts Canadian currency only.

Privacy:

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA"). This policy describes the way that Squash Alberta collects, uses, retains, safeguards, discloses and disposes of personal information, and states Squash Alberta's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and SQUASH ALBERTA'S interpretation of these responsibilities.

Squash Alberta reminds it members that behavior or conduct that occurs on social media is covered under Squash Alberta's Code of Conduct policy which applies to athletes, coaches and other members of the association.

Site Content:

Squash Alberta has taken care to ensure the accuracy of all information on our website. Downloading or copying of content does not transfer any right, title or interest.

Mileage Rate or Gas Expense Policy

Definitions

1. The following terms have this meaning in this Policy:

- a) *"Association"* - Squash Alberta.
- a) *"Coaches"* - the Provincial Coach and any coach working directly for the Association.
- a) *"Directors and Officers"* - active board of director members of Squash Alberta.
- a) *"Officials"* - certified referees engaged in activities for Squash Alberta.
- b) *"Players"* - individuals representing the Association or eligible individuals competing to represent the Association.
- a) *"Urban Center"* - City, Town, Village, Hamlet, Subdivision.

- b) “Volunteers” - individuals directly engaged in activities for Squash Alberta as either individuals or part of a committee.

Purpose

2. The purpose of this Policy is to define when Squash Alberta will pay mileage or gas expense and at what rate.

Scope and Application

3. This policy applies to all travel on behalf of Squash Alberta.
4. Mileage or gas expense will only be paid for distances travelled outside an individual's domicile urban center and greater than 50 kms from that urban center.
5. Squash Alberta will pay either mileage or gas expense but not both.
6. Gas expense will only be paid if a gas receipt is submitted with the expense account.

Mileage Rate

7. The mileage rate will be the lowest posted Canada Revenue Agency rate for Alberta at the time of the expense as found at <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html>.

Policy Statement

8. Where feasible all efforts must be made for individuals to travel together in order to minimize the number of vehicles travelling to the same destination.
9. Coaches will receive mileage.
10. Directors and Officers will receive mileage.
11. Officials will receive mileage.
12. Players will receive gas expense.
13. Volunteers will receive mileage.

Appeals

14. This policy cannot be appealed.

Travelling Policy – Minors

In order to avoid putting a minor at risk and/or an adult in a compromising situation, the following policy will apply for situations where minors are travelling without an official guardian.

When travelling as a representative on a Squash Alberta Senior Team a minor must:

1. Travel with an assigned/approved chaperon as agreed upon in writing by the minor's guardian.
2. If a chaperon is not available, the guardian must sign the following consent form confirming that the minor/guardian is solely responsible for their actions.
 - a. If a minor is travelling on their own, overnight accommodation will be as follows:
 1. If available, the minor can share a room with 2 or more adults.
 2. The minor will sleep alone in their bed.
 3. If 2 or more adults are not available, the minor will sleep in their own room.
 4. At no time is the minor be alone in a hotel room with only 1 adult.

- Travel Consent Form

SQUASH ALBERTA
TRAVEL CONSENT FORM AND DISCLAIMER

Participant Information

Participant's Full Name (print): _____

Participant's Birthdate: _____ Participant's Gender Identity: _____

Participant's Address: _____
Street Address City Prov Postal Code

Participant's Contact: _____
Cell Phone Home Phone Email Address

Event Information

Event Name:

Event Location:

Expected Arrival Date:

Expected Departure Date:

Hotel:

The Following Section Must Be Completed If the Participant is under the Age of Majority

We are the parents/guardians of the Participant. We give our consent for the Participant to travel to the Event.

My contact details are as follows:

Name: _____ Address: _____

Phone: _____ Email Address: _____

Signature: _____ Date: _____

Name: _____ Address: _____

Phone: _____ Email Address: _____

Signature: _____ Date: _____

We understand that our signatures are also required at the end of the Disclaimer.

Disclaimer and Terms of Travel

Squash Alberta advises the Participant and his parents/guardians of the following:

1. The Participant is attending the Event and must comply with the Squash Canada and Squash Alberta policies, regulations, and rules.
2. The Participant and his parents/guardians agree:

- a) That the Participant's mental and physical condition is appropriate to participate in and travel to the Event
- b) To comply with the rules and regulations for participation in the Event and the facility
- c) That if the Participant observes an unusual significant hazard or risk, the Participant will remove themselves from participation or the hazard or risk
- d) The risks associated with the Event and any associated travel are increased when the Participant is impaired, and the Participant agrees not to participate or travel if impaired in any way
- e) They are solely responsible for travel to and from the Event and associated Event activities
- f) They are solely responsible for the safety and supervision of the Participant
- g) They are solely responsible for the participant's care and safety, accommodations, travel and management of food

3. Furthermore, the Participant and his parents/guardians agree:

- a) That the sole responsibility for the Participant's safety remains with the Participant;
- b) To ASSUME all risks arising out of, associated with or related to the travel and participation in the Event;
- c) To WAIVE any and all claims that the Participant may have now or in the future against Squash Alberta due to participation in and travel to the Event;
- d) To freely ACCEPT AND FULLY ASSUME all such risks and possibility of personal injury, death, property damage, expense and related loss, including loss of income, resulting from participation in and travel to the Event; and
- e) To FOREVER RELEASE Squash Alberta from any and all liability for any and all claims, demands, actions, damages (including direct, indirect, special and/or consequential), losses, actions, judgments, and costs (including legal fees) (collectively, the "Claims") which the Participant has or may have in the future, that might arise out of, result from, or relate to the participation in and travel to the Event.

The Participant and the Participant's parents/guardians acknowledge that they have read this agreement and understand it, that they have executed this agreement voluntarily, and that this Agreement is to be binding upon themselves, their heirs, their spouses, parents, guardians, next of kin, executors, administrators and legal or personal representatives.

_____	_____	_____
Name of Participant (print)	Signature of Participant	Date of Birth
_____	_____	_____
Name of Parent or Guardian (print)	Signature of Parent or Guardian	Date
_____	_____	_____

Squash Alberta On Court Clothing Policy

General

Competitors participating in sanctioned Squash Alberta events must wear appropriate squash attire of any color, provided it is not so conspicuous or brightly reflective as to distract their opponent. Players must dress and present themselves for play in a professional manner. Clothing must be clean, in good condition and be appropriate squash attire as defined in the following document.

Appropriate squash attire for men consists of a shirt, that provides full coverage of the mid-section, shorts, socks and non-marking court shoes. Compression shorts above the knee and full-length leggings can be worn only if worn under playing shorts. Compression socks, compression sleeves and long sleeve shirts are permitted. Undergarments must be worn to provide respectful and tasteful coverage.

Appropriate squash attire for women consists of a shirt or sleeveless shirt, that provides full-coverage of the mid-section, worn with a skirt, shorts or an athletic dress, socks and non-marking court shoes. Compression shorts above the knee and full-length leggings can be worn, only if worn under playing skirts, shorts or athletic dresses. Compression socks, compression sleeves and long sleeve shirts are permitted. Undergarments must be worn to provide respectful and tasteful coverage.

The wearing of hats of any type, other than religiously required headwear, is not permitted. Headbands, wristbands and bandanas, which are designed to control perspiration and/or control hair are permitted, provided they are not so conspicuous or brightly reflective as to distract or unsight an opponent. Straps to secure approved protective eyewear can be worn.

Unacceptable attire for men includes: Boxing trunks, non-athletic shorts, denim, beachwear and tank tops/muscle shirts. Standalone compression shorts and leggings are not acceptable unless worn under appropriate shorts.

Other garments, such as part of or all-of a tracksuit, may be worn during play.

Unacceptable attire for women includes boxing trunks, non-athletic shorts, denim and beachwear. Standalone leggings, compression shorts, full-length compression stockings and aerobic bodysuits of any description are not acceptable unless worn under appropriate shorts, a skirt or athletic dress.

No items of clothing can have any pictures, logos or verbiage that could be perceived, in any way, to be insulting, politically inciting, degrading, vulgar or harmful to any person or group of people.

If a host club maintains specific clothing requirements, these must be adhered to in addition to Squash Alberta's Clothing Policy. A club's clothing requirements must be included in the information as part of their application to host the tournament and in the tournament information provided to the participants in addition to Squash Alberta's Clothing Policy.

In all matters of judgement or opinion arising from the interpretation of Squash Alberta's Clothing Policy the decision of the Tournament Referee shall be final. The Tournament Referee may not rule illegal or unacceptable any item of clothing which has been approved by Squash Alberta's Clothing Policy.

If a violation of Squash Alberta's Clothing Policy occurs the player must be notified by the official prior to the start of their match. If the player is unable to adhere to Squash Alberta's Clothing Policy, the player will lose the match.

If the official fails to notify the player of the clothing violation prior to the start of their match, the player's clothing is deemed acceptable for the entire match. The official must address the Clothing Violation immediately after the match is completed so the player will not be in violation of Squash Alberta's Clothing Policy for subsequent matches. The match official can halt the match after play has begun and address a clothing violation only if, in their opinion, the clothing violation poses a safety hazard to either player or an unfair competitive advantage to the player in violation of the clothing policy.

Squash Alberta Sanctioned and Fixture Tournament Policies, and Guidelines

1. Start Times:
 - a. Start times and draws must be made live no later than 4:00 pm MST on the Monday prior to the event start date.
2. Entry deadline:
 - a. Should be no later than the end of Friday of the week prior to the event.
 - b. At the sole discretion of the Tournament Director ('TD') entries can be taken after the deadline, however, the draw must be entirely reseeded and drawn according to the seeding policy with no exceptions.
3. Entry fee:
 - a. The Tournament Committee ('TC') is encouraged to consider a base level Entry Fee which would include entry and prizes.
 - b. If the TC wishes to offer additional items such as souvenirs and/or social packages, participants should be given the option to pay the base level and then upgrade as they choose.
4. Tournament Format for Adult Singles tournaments:
 - a. Divisions offered must be Men's, Women's as the event dictates. The TD will create divisions based on players SA Ranking and/or Club Locker Ratings as follows: Div 1,2,3...
 - b. Players have the opportunity at time of registration to provide the TD with additional information as to their level of play should they feel their SA Ranking/Club Locker rating is not indicative of their current level of play. The TD is encouraged to consult with the participant and make divisional changes as deemed appropriate to ensure a competitive playing field exists for each division.
 - c. Squash Alberta supports this process as deemed necessary by the TD with the goal to ensure all players are entered at a level commensurate with their ability.
5. Tournament Format for Junior Silver and Gold Events:
 - a. Divisions offered must be All/Co-Ed (Silver), Boys and Girls (Gold). The TD will create divisions based on players Club Locker ratings/ SA Rankings: Div 1,2,3...
 - b. The Alberta Junior Closed will be set up based on Boys and Girls age group divisions (players must play in their designated age group based on their age as of the last day of the event.)

6. Seeding Policy (Senior Singles Events):
 - a. The Squash Alberta Rankings must be used to seed players/draws for all Squash Alberta Adult sanctioned singles squash events.
 - b. Seeding will be done using the current Squash Alberta rankings at the time the draws are created. (This is done automatically by the Club Locker software)
 - c. There will be no randomization or drawing of seeds.
 - d. Each player will be seeded in their draw based solely on their ranking within their division.
 - e. Unranked players must be placed in draws after all ranked players are seeded. The only exception to this is if an unranked player is known to be separated from the field and this can be supported by a national ranking and/or known and recent head to head results with a seeded player(s) in the draw.
 - f. The top 4 seeds in a draw must be protected from unseeded players in the first round of a draw where participant entries permit. An unranked player must be seeded no higher than 5th in draw (entry numbers permitting) unless very clear/undeniable evidence is present to support a top four (4) seeding. The decision will be made solely by SA and the TD. (Example: the current Canadian Senior Open Champion may be given #1 seeding if entered in an event.)
7. Seeding Policy (Junior Events)
 - a. Seeding will be done using the current Club Locker Ratings at the time the draws are created.
 - b. The Top 2 players in each division will be seeded 1 and 2 accordingly and the 3rd and 4th seeds will be determined by a coin flip between the 3rd and 4th rated players. Seeds 5-8 will be randomly drawn from the top 5 thru 8 rated players in the draw. Seeds 9-16 will be determined by a random draw of the 9-16 rated players. This process will continue for Seeds 17-25, 26-34 etc. until all players are placed in the draw.
 - c. Alberta Junior Closed – Will be seeded entirely based on Club Locker Ratings (with no randomization of seeds) at the time the draws are created. (This is done automatically by the Club Locker software)
8. Tournament timelines:
 - a. If an event has less than 50 participants, the event can be condensed to two (2) days at the sole discretion of the TD.
 - b. If the tournament is to be condensed, players must be notified by 4:00 pm MST on the Monday of the tournament week to allow for accommodation and travel plan changes.
 - c. Matches must be scheduled a minimum of three (3) hours between the start of a player's match and the scheduled start time of their next match. (In divisions where the level of play is lower and matches are shorter, a (1-2) hour timeline maybe used.
9. Clothing Policy:
 - a. The Squash Alberta Clothing Policy will be in effect for all Squash Alberta sanctioned events and is to be enforced by the TD, TR and Officials at the event.
10. Ball Policy:
 - a. The Squash Alberta Ball Policy will be in effect for all Squash Alberta sanctioned events.

11. Prizes:

- a. If prizes are offered by a tournament, they must be the same or of equal value for all divisions.

12. Tournament Software:

- a. Club Locker's tournament software must be used for all sanctioned events. All results must be correctly updated by the TD into the Club Locker software by 4:00 pm MST on the Monday following the events completion.

ALBERTA FIXTURE HOSTING GUIDELINES

- a. Fixture Events will be given a weekend free from any other sanctioned competitions within the same region. Alberta has four (4) fixture events that rotate between affiliated clubs and cities.
- b. Where no F&B package is offered, Squash Alberta will provide a stipend for full and part time officials during the event.
- c. Items 1, 2, 4, 6, 7, 8, 9, 10 and 11 from above policies and guidelines apply to Fixture Events.

ALBERTA CLOSED CHAMPIONSHIPS

- a. To compete in the closed events, you **must** be a Squash Alberta member in good standing and have your primary residence in Alberta.
- b. Perpetual trophies are supplied by Squash Alberta.
- c. If offered, prizes must be equal for all divisions.
- d. The tournament poster must reference 'Provincial Championship'.
- **Alberta Junior Closed – Provincial Championships.**
 - a. The Alberta Junior Closed will be organized and hosted by Squash Alberta with a nominal entry fee and available to all Squash Alberta Junior Members.
 - b. Players must play in the appropriate division based on their age as of the last day of the tournament.
 - c. The event must offer U11, U13, U15, U17, U19 divisions.
 - d. Novice events may be offered at the sole discretion of the TD.
 - e. An optional Open Boys and Girls single elimination draw may be held for the top 8 rated Boys/Girls in the province as of the entry closing date. The age group draws will take precedence.
- **Alberta Senior Closed – Provincial Championships.**
 - a. A base entry fee must be offered which includes entry and prizes.
 - b. The TD has right to offer upgraded entry levels for souvenir/F&B as they see fit beyond the base level maximum.

ALBERTA DOUBLES FIXTURE EVENTS

- **Alberta Men's & Women's Doubles Open –Provincial Championships.**
 - a. A base entry fee must be offered which includes entry and prizes.
 - b. The TD has right to offer upgraded entry levels for souvenir/F&B as they see fit beyond the base level maximum.

- **Alberta Mixed Doubles Open – Provincial Championships**

- a. A base entry fee must be offered which includes entry and prizes.
- b. The TD has right to offer upgraded entry levels for souvenir/F&B as they see fit beyond the base level maximum.