

## SUMMARY OF SUBSTANTIVE CHANGES/REVISIONS AND MOTIONS TO THE SQUASH BC POLICY AND PROCEDURES DOCUMENT DATED OCTOBER 23, 2017

### Motions from Sept 9 & 10<sup>th</sup> Board meeting

#### 1) Policies and Procedures Document

Over the six months, a variety of people have contributed to updating the Squash BC Policies and Procedures document which has not been revised in many years. There had been some updates to motions over the past two year (Between the November 15, 2015 P&P document and the February 2017 P&P document).

The first section of this Summary reflect the motions that were reviewed, discussed and approved at the September 9 and 10, 2017<sup>th</sup> Board meeting. The second section includes the substantive changes to the P&P document and were reviewed as part of the motion. There was also many small edits to correct spelling, grammar, etc. which did not make any change to the intent of the policy or procedure.

This task was spearheaded by Nancy Thompson, SQBC President. Special thanks to John Roche for his time and effort with this revision. And many thanks to the all the contributors to the revision.

**Motion to amend Section 1 Membership as presented.** Moved by Donalda, seconded by Jimmy, Passed Unanimously.

**Motion to amend Section 2 Board of Directors as presented as well as the following policy changes:**

2.1 d) The Board will annually appoint and approve Zone Representatives. Individuals will be identified and submitted to the Board by each Zone through an open nominations process which includes, but is not limited to the opportunity for leagues and associations in those zones to nominate representatives.

If there is no nominee in a Zone, The Board of Directors will identify and appoint an individual to that position.

2.2. (add new e) At the first meeting of the Board following the AGM each year, review the Standing Committees of Squash BC and add or delete committees as deemed necessary to meet the mission and objectives of the organization.

2.2. (add new) At the first meeting of the Board following the AGM each year, the President will review the Portfolios of the Board and assign Portfolios to each Board member.

Moved by Bruce, seconded by Donald, Passed Unanimously.

**Motion to amend Section 3 Specific Responsibilities of each Board of Director as presented as well as the following policy changes:**

3.1 Add: At the first meeting of the Board following the AGM each year, the President will review the Portfolios of the Board and assign Portfolios to each Board member.

3.8 b ii) Provide two written reports on zone activities twice per year with one report presented to the AGM and the other determined by the Executive Director.

Moved by Donald, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 4 Financial Policies as presented as well as the following policy changes:**

4.2. Budget Process

New ii) The budget for the following fiscal year will be drafted for review and approval by the Board of Directors before December 31st and presented to the membership within the first two months of the next calendar year. The membership does not need to approve the budget.

new iii) Standing Committees will be engaged in the budget process and the engagement process will be determined annually by the Vice President Finance.

4.5 viii. Expenses and Expense Reporting

1) Where private automobiles are used an allowance will be paid. The Board will set the mileage rate annually based on Government of BC Private Vehicle Travel Allowance rate.

2) Least expensive airfare (with receipt) or mileage or rent a car.

3) A daily maximum for meals and incidents will be set by the Board of Directors annually. The Board will use the Government of BC Travel Allowance rates as a guide for meals. Squash BC will not reimburse for alcoholic beverages.

4) Least expensive form of ground transportation (with receipts) or pre-approval by the Executive Director for more expensive alternatives over \$45 each way.

5) Actual costs of accommodation. Delegates must share hotel accommodation where possible. When a delegate through personal preference, wishes to have a single room Squash BC, will reimburse 50% of the cost only.

Moved by Jimmy, seconded by Donalda, Passed Unanimously.

**Motion to amend Section 5 Committees as presented.** Moved by Bruce seconded by Jimmy, Passed Unanimously.

**Motion to amend Section 6 Squash BC Personnel as presented.** Moved by Jimmy, seconded by Donalda, Passed Unanimously.

**Motion to amend Section 7 Player Development as presented with the following policy changes and the exception of Section 7.1.5 Squash BC Junior Pathway Program which will be presented to the Board at a later date:**

7.2. Canadian Masters Team Championships

new 7.2.2) Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member plus the entry fee..

7.3 Canadian Men's and Women's Championships

New 7.3.2) Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member plus the entry fee.

7.4 Canadian University and College Championships

New 7.4.2 Each year as part of the budget process, Squash BC will determine whether or not it will send a team, and if yes, then the amount it will subsidize each team member plus the entry fee.

Moved by Jimmy, seconded by Jimmy, Passed Unanimously.

**Motion to amend Section 8 Tournaments and Events as presented with the following policy change:**

8.9 i) Add the BC University and College Championships to the list of Provincial Championships.

Moved by Donalda, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 9 Coaching Certification Program as presented with the following policy changes:**

9.2. iv) LF (Learning Facilitator) honorariums to increase as follows:

Foundations from \$600 to \$700

Intro to Competitions from \$800 to \$900

Competition Development from \$900 to \$1000.

9.2.v) LF honorariums for assessments to increase as follows:

Foundations from \$50 to \$60

Intro to Competitions from \$60 to \$70

Competition Development from \$70 to \$80

Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Section 9 Coaching Program Motion to increase the coaching rate as follows:** The following honorarium will be paid to coaches for coaching hours worked at camps unless a flat amount has been Approved to in advance.

Competition Development, (Level 3): \$50.00 increase to \$60

Intro to Competition, (Level 2): \$40.00 increase to \$50

Foundations, (Level 1): \$30.00 increase to \$40

Non Certified: \$25.00 increase to \$30

Moved by Bruce, seconded by Jimmy. Passed Unanimously.

**Motion to amend Section 10 Officiating Program as presented with the following policy changes:**

10.1. new i) the Referee-in Chief is named annually by the Board and announced at the AGM.

10.2 vi and vii) removed Squash BC Certification Officiating Clinics (in person clinics) as they are now conducted on line.

10.3 i) added BC University and College Championships to the list of provincial championships where officials will be compensated by Squash BC.

10.3 vii 2) Provincial/National referees fee increased from \$5 to \$7 per match.

10.3 vii 3) Club/ Local referees fee increase from \$3 to \$5 per match

10.3 4) Assessors fee increase from \$5 to \$7 for each assessment.

**3.** Moved by Jimmy, seconded by Donalda, Passed Unanimously.

**Motion to amend Section 11 Technical Specifications as presented.** Moved by Jimmy, seconded by Donalda, Passed Unanimously.

**Motion to amend Section 12 Ranking System as presented with the following policy change:**

12 iii) For ranking purposes, a match must be a best of 5 games with the exception of the Jr Pathways “Developing” level where a match can be a best of 3 games.

Moved by Donalda, seconded by Jimmy, Passed Unanimously.

**Motion to amend Section 13 Funding as presented with the following policy change:**

13.5 new – To add a section titled: Other In Province Funding which reads: Squash BC will subsidize invited individuals traveling to official Squash BC events or activities at the same funding levels as seen in 13.4.2.

Moved by Donalda, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 15 Code of Conduct as presented.** Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 16 Appeals as presented.** Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Motion to merge Section 17 Fair Play with Section 21 Fair Play and create a new section for Bullying.** Moved by Bruce, seconded by Jimmy, Passed Unanimously.

**Motion to amend Section 18 Conflict of Interest as presented.** Moved by Donalda, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 19 Drug Policy as presented.** Moved by Donalda, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 20 Equity and Access as presented.** Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 21 Fair Play as presented.** Moved by Jimmy, seconded by Donalda, Passed Unanimously.

**Motion to amend Section 23 Police Record Checks as presented.** Moved by Donalda, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 24 Privacy and Personal Information as presented.** Moved by Jimmy, seconded by Donald, Passed Unanimously.

**Motion to amend Section 25 Junior Athlete Recruiting Policy as presented and move it to Section 7.1 Junior Development.** Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 26 Awards as presented and to include the process to nominate and selection award recipients.** Moved by Jimmy, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 27 to change the name to Appendix A and remove all the Committees from Standing Committees that are no longer in operation including Finance, High Performance, Marketing and Communication, Membership and Strategic Planning.** Moved by Donald, seconded by Bruce, Passed Unanimously.

**Motion to amend Section 27 and remove all Ad Hoc Committees except the Appeals Committee.** Moved by Donald, seconded by Bruce, Passed Unanimously.

**SUMMARY OF SUBSTANTIVE CHANGES AND QUESTIONS FOR THE BOARD**

September 3, 2017

	Comments from the editors	Approved
<p><b>Membership – was section 1</b></p> <p>Removed references that were already included in the Bylaws and instead have referred to the bylaws. Now 2.2. and 2.4</p>		Approved
<p><b>1.8 Membership Fees</b></p> <p>a) Membership fees shall be established by the Squash BC Board of Directors at such time of year in order to give sufficient notice for the upcoming season.</p> <p>b) Upon approval of fee rates by the Board of Directors, all clubs/facilities will be invoiced for membership fees by August 1st of each year. Payment to be made in full by September 30th of the said year.</p> <p>c) Upon approval of fee rates by the Board of Directors, all individual members will be notified for membership fees by September 1st of each year. Payment to be made in full by September 30<sup>th</sup> of the said year.</p>	<p>This was related to the Bylaws which were approved by the membership in Jan 2017.</p>	Approved
<p>2.1.d) The Board will annually appoint and approve Zone Representatives. Individuals will be identified and submitted to the Board by each Zone from member Leagues or Associations in that Zone on an annual basis. It is the responsibility of the League/Association to notify Squash BC of any change in this designated individual during the year. If the Zone Representative is not identified by a member League or Association, the Board of Directors will identify and approve the appointment of that Zone Representative.</p>	<p>The Board reviewed and approved this policy to appoint league reps</p>	Approved
<p>2.2 Board specific responsibilities:</p>	<p>Added how Standing Committees are established e.g. Prior to the AGM, the Board annually reviews the Standing Committees and revises as needed. Any</p>	See motions

	changes are recommended to the Membership at the AGM	
3.2. f) Annually review the signing officers for the Association and make a recommendation for the upcoming year on signing officers for approval by the membership	This is not necessary as per our bylaws however we want to ensure transparency so this has been added to the P&P	Approved
<b>Signing officers</b> Under Terms of Reference it says that the President and VP Finance are the signing officers. But practically if one or both of them lives outside the Lower Mainland it makes it impractical. Then under 4.1 v. Finance Policies – it says 2 signing officers plus the ED but does not specify which 2.	We need to change the policy to read: “At a minimum the signing officers of Squash BC are the President, Vice President Finance and the Executive Director.” This enables an additional Board member to sign especially if 1 or 2 of the signing officers are not located within a reasonable distance of the SQBC office.	Approved – see motions
<b>4.2 Budget Process</b>  i. Squash BC operates on an annual budget approved by the Board of Directors. Since Squash BC is a non-profit corporation, it is not desirable to budget for a profit, however, neither is it acceptable to budget for a loss. The budget is, therefore, intended to adequately fund Squash BC and provincial programs so they can function on an ongoing basis, in both the short and long term, within the realities of projected revenues.	Is this where we include how the budget is developed e.g. the dates, presentation to membership, etc.	see the motions document
<b>Controls: 4.3</b> This needs to coincide with bullets under VP Finance – it does not need to be approved by the membership. But should be approved by the Board. Not an issue having it announced at the AGM and noted in the minutes but no need for	Recommendation: signing officers are named and voted on by the Board at a meeting prior to the AGM.	Approved & changed



<p>approval. However this would mean that the Board needs to approve the signing officers for the coming year prior to the AGM which doesn't make sense since the President and VP Finance may not be officially name. or it's always the President and VP Finance plus a named Director who is still on the Board.</p> <p>There are two other places in the P&amp; document that this would need to be potentially changed.</p>	<p>Must be the President, VP Finance and ED (and do not name them in the vote just use titles) as well as one Board member who will still be on the Board in the coming year. Then under the SQBC operations manual ensure that the 3<sup>rd</sup> signatory lives in the Lower Mainland. Then no need to change TOR. Need to change 4.3 plus when the other section that talks about when the vote takes place.</p>	
<p>4.5 v. Now section 6.5 h) Where private automobiles are used, an allowance will be paid. The Board of Directors will set the mileage rate using the CRA rate. If renting an automobile is less expensive than mileage, then that amount will be paid for travel expenses.</p> <p>Board should confirm this rate. CRA now recommends \$0.54 <a href="http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnc/rts-eng.html">http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmblllwnc/rts-eng.html</a></p>		<p>New policy approved - See Motions</p>
<p>4.5 vii. Now section 6.5 h) Allowable expenses are limited to the following:</p> <ol style="list-style-type: none"> <li>1) Least expensive airfare (with receipts) or mileage or rent a car.</li> <li>2) A daily maximum for meals (excluding alcoholic beverages), telephone, ground transportation and incidentals. Maximum amount to be set by the Board of Directors as required.</li> <li>3) Actual costs of accommodation. Delegates must share hotel accommodation where possible. When a delegate, through personal preference, wishes to have a single room, Squash BC will reimburse 50% of the cost only.</li> </ol>	<p>Use the CRA rates. Board reviews and sets annually.</p>	<p>New policy approved – see motions</p>

Merge 4.5. V. and 4.5 vii. the car allowance and other expenses into one section instead of as separate bullets	Merge can be found in Section 6.5 h)	
5.1 The Standing Committees of Squash BC shall be: Canada Winter Games, Coaching, Code of Conduct, Competitions, Doubles, Finance, High Performance, Junior Development, <del>Mar Com</del> , Membership, , Nominations, Officiating, Post- Secondary, <del>Strategic Planning</del> , Volunteer Management and Recognition, <del>Women's</del> and 2020 Fund	Do we need High Performance. Suggesting eliminating MarCom, Womens and Strategic Planning. Added Recognition to Volunteer Mgmt. Womens is an ad hoc committee. Strat planning done by the Board.	See motions
5.1. b) ADD: Standing Committees are reviewed annually by the Board, prior to the AGM, and committees may be added or removed as deemed necessary. Any Standing Committees that are added or removed will be presented to the membership at the AGM.		See motions
5.3 Board of Directors Responsibilities Includes the org chart of bod responsibilities – portfolios and committees  Terms of reference for all standing and ad hoc committees has been included in an Appendix and taken out of the main body of the P&P document	Decided that the organizational chart will be added to the website rather than in the P&P document. Needs to be reviewed and updated at least once a year.	Approved
5.5 lii b) A proposed budget must be submitted 30 days prior to the Squash BC Planning meeting, for inclusion in the budget submitted by Squash BC to the membership. The Squash BC Planning meeting is generally held within 7 months or so after the previous AGM.	Ensure the board is aware that each committee gets to develop a budget for approval by the Board. Need to build that step into the budgeting process.	Approved and added
5.5. c) Election/Membership	Currently the board does not have to approve committee members. Is there a	

	reason to change this?	
<p>5.5. g) Budget</p> <p>i. A budget will be provided to all Standing Committees for their review and comment which will be considered as part of the annual budget development process.</p>	Added	See motions
<p>5.6 c) Reporting</p> <p>At the conclusion of committee's term, a report will be submitted to Board. If the Ad Hoc Committee is still functioning over two fiscal years, the Committee will submit a report at least 30 days prior to the Squash BC AGM. This report will outline activities during the past year, plans for the coming year and a financial report comparing allocated budget to actual income and expenditures</p>	Should make this clearer. Do we want the Ad Hoc Committee to report at least once a year??	Approved that the ad hoc committee report at least once a year and at the end of their term
<p>6.1 Executive Director – changed from a job description format to higher level statements and bullets that encompass the job.</p>		Approved
<p>6.2 Tech Director – changed from a job description format to higher level statements and bullets that encompass the job.</p>		approved

<p>6.3 Program Coordinator &amp;/or Administrative Assistant</p> <p>6.4 Bookkeeper</p>	<p>Changed this from Admin Asst and Bookkeeper to Program Coordinator &amp;/or Admin Assistant and separated the Bookkeeper. They are two different jobs.</p>	<p>Approved</p>
<p>6.5 Provincial Coaches - Men's, Women's &amp; Junior</p> <p>– changed from a job description format to higher level statements and bullets that encompass the job.</p>	<p>Changed to a higher statements and bullets</p>	<p>Approved</p>
<p>6.5.7 The following honorarium will be paid to coaches for coaching hours worked at camps unless a flat amount has been Approved to in advance.</p> <p style="padding-left: 40px;">Provincial Coach (old level 3): \$60.00</p> <p style="padding-left: 40px;">Club Coach (old level 2): \$50.00</p> <p style="padding-left: 40px;">Squash Instructor (old level 1): \$40.00</p> <p style="padding-left: 40px;">Non Certified: \$30.00</p>	<p>This was approved via email in August 2017 by the Board</p> <p>replaced the names of the old coaching levels with the new ones</p> <p>removed the section on "out of province travel" because it is duplicated in section 11.3</p>	<p>Approved – see motions</p>
<p><b>Travel time reimbursement</b> for Coaches going to SQBC organized clinics, camps, etc.</p>	<p>Should the Board consider rates for travel of coaches to</p> <p>There is a potential loss of revenue for coaches when they travel to a clinic e.g. a coach traveling from Vancouver to the Interior</p>	<p>BOD will look at this in 2018</p>

	may take 4-5 hours which is lost revenue	
<b>7. Player Development Preamble</b> U23/Post Secondary we should consistent with our terminology – is it Post Secondary only or includes all players between the ages of 19-22 including post secondary?	It is just Post-Secondary with no age restriction. We are following the SQC guidelines so could refer to those. Change made	Approved
<b>7. Junior Committee Recommendations</b>		
Junior Rankings: Novice events will not be used for ranking purposes	Does this conflict with our current practices for jr pathway events for example	This was eliminated as developing events in the Jr Pathway program will receive ranking for best of 3 games
<b>7.1.4 Provincial &amp; Regional Training Squads</b> <ul style="list-style-type: none"> <li>o Rather than specify the tournaments the athletes must play in directly in the policy, I've changed it to say that they will be determined on a year by year basis</li> </ul>		Approved
<b>7.1.7 Junior Funding</b> <ul style="list-style-type: none"> <li>o Removed the list of tournaments the juniors must play in because it is handled in section 9.1.4</li> <li>o Added points for byes and 3/4 playoffs</li> <li>o Added alternative names for the gold/silver/bronze categories</li> <li>o Added requirement to be a targeted athlete to receive funding</li> <li>o Funding comparisons must now be made based on "eligible" athletes</li> <li>o Specified when results get tabulated</li> </ul>		Approved

<p>7.1.9 In Province Youth Travel Funding Program</p> <ul style="list-style-type: none"> <li>o Added requirement that athletes must specifically apply for this grant</li> <li>o Deleted the clause that talks about sending in receipts. The reimbursement requirements should be the same as for anything else</li> <li>o Changed it so applicants only need to be members of a regional OR provincial training squad</li> </ul>		Approved
<p>1.8.1 Junior Rankings: Novice events will not be used for ranking purposes</p>	Does this conflict with our current practices for jr pathway events for example	Deleted as it was a duplicate
<p><b>7.1. 4 Junior Provincial Squad/Teams</b></p> <p>a) Provincial and Regional Squads must play in the tournaments set out each spring by the Junior Committee. These tournament will be sent to the athletes when they are invited to be on the Squad. Athletes must make sure they can attend these events before they agree to be on the squad.</p>	Add this wording and take out the red crossed out wording. The JDC decides each year which tournaments to use and they may change each year. Best not to change policy each year.	Approved
<p><b>7.1.5 Grassroots changed to Squash BC Junior Pathways Program</b></p>	A revision is coming that combines the grassroots program with the jr pathway to create a new pathway	A full revision of this section was approved by the Board
<p><b>7.2 Cdn Masters</b> 7.2 viii Squash BC will pay the team entry fees and subsidize players \$200.00 per player.</p>	<i>Now reads: Each year Squash BC will determine if it will send a Masters Team, and if so, what the subsidy per player will be</i>	See motions

<p>7.3. ix Mens and Womens Team Championships Squash BC will pay the team entry fees and subsidize players \$200.00 per player.</p>	<p>Now reads: Each year, and as part of the annual budgeting process, Squash BC will determine whether or not it will send a Mens and/or Womens team and the amount to be subsidized.</p>	<p>See Motions</p>
<p>7.4.2 Post Secondary National championships – the travel subsidy is different than Masters and Mens/Women – why? Should it be the same.</p> <ul style="list-style-type: none"> <li>i. The Each player will qualify for a travel subsidy in the amount set out in the current year budget for <i>Post-Secondary Travel - National Event</i> (not exceeding the total budgeted expense).</li> </ul>	<p>This section needs to be reviewed and revised in 2018.</p>	<p>See Motions</p>
<p>7.4.1 Canadian University and College Championships Selection Criteria</p> <ul style="list-style-type: none"> <li>o changed this to simply reference the "current" Squash Canada policies &amp; regulations rather than specifying a certain year</li> <li>o deleted the link to Squash Canada's policies &amp; regulations because it was dead, and the link changes every year</li> </ul>		<p>See Motions document</p>
<p><b>7.6 Athlete Assistance Program</b> 7.6.ii. Must be familiar with Beyond the Nick Development plan and presently in the “Learning &amp; Training to Win” phase. <a href="http://www.squash.ca/en/long-term-player-development">http://www.squash.ca/en/long-term-player-development</a></p>	<p>Is this our current practice or is it only squad jrs that are considered? And is this actually a viaSport program any more.</p>	<p>Leave as is but needs review in 2018</p>
<p>7.5.4 CWG Training Squad</p> <ul style="list-style-type: none"> <li>• specified that final selection is made in November "of the year prior to the CWG" rather than specifying a certain year</li> </ul>		<p>Approved</p>

7.5.5 Training Squad/Team Selection for the CWG	removed the year of the games	Approved
7.6. iii Must be a Canadian citizen or permanent resident and be a resident of BC for one year of the date of applying for BC AAP funding	Should this be the same as the eligibility to play in a provincial championship and refer to that wording.	Approved
7.6 Minimum standards for athlete training <ul style="list-style-type: none"> <li>• Appropriate number of national and international competitions each year as deemed in the LTAD.</li> </ul>	Define this and where to find it. Assuming it is different than "Beyond the Nick	Needs review in 2018
7.6.1 <del>National Junior Team</del> — crossed out — Why was this removed?? Is it the same as World Jr Athlete?  Level 4 – Minimim High Performance (Old level 3) NCCP Coach Is 3 correct or should it be 4.		Yes  Changed from 3 to 4
<ul style="list-style-type: none"> <li>• 7.6 Athlete Assistance Program <ul style="list-style-type: none"> <li>○ replaced "landed immigrant" with "permanent resident" which is the current terminology</li> <li>○ added a requirement for juniors to be certified referees in order to be eligible for <b>funding</b> in their last year of U17. This is makes this section consistent with section 12</li> <li>○ replaced the names of the old coaching levels with the new ones</li> <li>○ changed it so juniors only need to be "trained" as foundation coaches in their last year of juniors to be eligible for funding</li> </ul> </li> </ul>		Approved



<ul style="list-style-type: none"> <li>• 7.6.1 Funding Amounts <ul style="list-style-type: none"> <li>○ replaced the names of the old coaching levels with the new ones</li> </ul> </li> </ul>	This is minor change throughout the document	Approved
<b>TOURNAMENTS AND EVENTS</b>		
<ul style="list-style-type: none"> <li>i. 8.3.1. For <b>BC Junior Closed</b> and other tournaments who wish to use age groups, the categories shall be Boy's and Girl's Main and B with age groupings of U19, U17, U15, U13.</li> </ul>	Aren't we using the term progressive not "B". And is it only "Progressive" or Novice too as noted in iv.	Approved
<p>8.4.1. Sanction Fees: Sanction fees will be deducted from the entry fees collected by Sporty HQ for all sanctioned tournaments and leagues that use Sporty HQ for their entry process. Tournaments and leagues which use other collection methods will be invoiced to the host and payable immediately following the tournament or at the conclusion of the registration period for a league.</p>	Added this section to be more realistic as to what actually happens	Approved
<p>8.5.1. Sanctioning Policies The Tournament and league coordinators agree by way of sanctioning to abide by all Squash BC Policies, pertaining to the operation of sanctioned events as found in section 10 – Tournaments &amp; Events. Tournaments not complying with any of these policies may be subject to the status of their tournament being changed for the next year.</p>	Is this for tournaments only as the title of this suggests or both league and tournaments??	Approved and added a section specifically for leagues
<p>8.5.1 iv. The host club/facility will be responsible for all aspects of running the tournament, including the raising of any prize money or obtaining any sponsorship. They will be expected to run a fair event at a reasonable entry fee with the best possible value provided for that entry fee.</p>	This seems to conflict with the new BC Championships policy of SQBC having the opportunity to acquire the title sponsorship	Minor changes made
<p>8.6. Options for Tournaments</p> <ul style="list-style-type: none"> <li>i. Tournament information can be posted on the Squash BC web site and in the bi-weekly e-mail newsletter. The first write up for the web site will be free. If you want to modify your information, there will be a \$30.00 fee for the web site only. You may change the information in the newsletter as often as you like. The information will be posted as you send it unless it is offensive to our members.</li> </ul>	Remove Bi-weekly just say e-newsletter	Approved

<p>8.5. ii Squash BC will make up and distribute the entry forms upon request provided the following is Approved to:</p> <p>a) fee of \$150 over and above the sanction fee will be payable by the host venue.</p> <p>b) The information to be included on the entry form is provided no less than 5 weeks prior to the event.</p>	<p>Delete this as SQBC no longer does this – all electronic now</p>	<p>Approved</p>
<p>8.6. Squash BC's Online Tournament Registration</p>	<p>Section has been rewritten to better reflect current practice</p>	<p>Approved</p>
<p>8.8 Setting up Draws &amp; Submitting Results</p>	<p>Section has been rewritten to better reflect current practice</p>	<p>Approved</p>
<p>8.9 Provincial Championships</p> <p>i. Are we including BC Post Secondary Championships as one of our provincial championships?</p> <p>iv. Senior Singles Championships will have minimum prize money of \$1500.00 for each of the men's and women's first flight draws. PSA Prize money is separate from the BC players. Prize money for other championships is at the discretion of the tournament organizer.</p>	<p>Board in agreement with the prize money – no change is being recommended.</p>	<p>Approved we are including post secondary so changed</p>
<ul style="list-style-type: none"> <li>• 8.3.1 Adult Age Categories <ul style="list-style-type: none"> <li>○ This clause used to use the old Open, A, B, C, D system of draws. I changed it to say "draws split into flights based on Squash BC ranking points" which is the common practice now</li> </ul> </li> <li>• 8.3.2 Junior Age Categories <ul style="list-style-type: none"> <li>○ removed the recommendation that juniors not be entered in the 'D' draw of adult tournaments. We don't typically use that system anymore, so this seems irrelevant</li> </ul> </li> <li>• 8.8 Setting Up Draws &amp; Submitting Results <ul style="list-style-type: none"> <li>○ replaced all the references to Quick-Draws with SportyHQ</li> </ul> </li> <li>• 8.9 Bidding for Squash BC Championships <ul style="list-style-type: none"> <li>○ removed the option for Squash BC Championship hosts to apply for a</li> </ul> </li> </ul>		<p>Approved</p>

<p>\$500 grant from Squash BC. We decided to give them referees for free instead</p> <ul style="list-style-type: none"> <li>• 8.11 Ratings of Competitions <ul style="list-style-type: none"> <li>○ added 0.5 multiplier for in-house league &amp; ladder</li> <li>○ specified that the 1.0 multiplier only applies to "city league"</li> <li>○ added 'J's to signify junior tournaments</li> </ul> </li> <li>• 8.12 Criteria for Ratings of Tournaments <ul style="list-style-type: none"> <li>○ replaced the old policy with the new one that was written by Jon Money and approved by the board last year. The new criteria is based solely on number of participants and prize money over the last 2 years. Also added criteria specifically for junior tournaments which is based only on number of participants</li> <li>○ moved the rating policy for summer tournaments from section 14 to here</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• 9. Coaching Certification Program <ul style="list-style-type: none"> <li>○ removed the section on "Coach Honorarium for Squash BC Camps" because it is duplicated in section 8.4.7</li> </ul> </li> <li>• 9.1 Coaching Course Participant Costs <ul style="list-style-type: none"> <li>○ Added a clause which says "Squash BC reserves the right to cancel any coaching course if fewer than 6 participants register". Even at 6 participants, we are still losing a bit of money. So this seems like a good idea</li> </ul> </li> </ul> <p>9.3 is duplicated in 6.4 Provincial Coaches</p>		Approved
<ul style="list-style-type: none"> <li>• 10 Officiating Program <ul style="list-style-type: none"> <li>○ replaced all references to the old referee levels with the new referee levels. Also replaced "examiners" with "assessors" which is the new terminology</li> </ul> </li> <li>• 10.1 Referee In-chief <ul style="list-style-type: none"> <li>○ Added a clause which specifically makes it the responsibility of the referee in-chief to send out all calls for officials</li> <li>○ fixed a typo which said "coaching" but it should have said "officiating"</li> <li>○ How does the Referee-in-Chief get named ???</li> </ul> </li> <li>• 10.3 Referees at Supported Tournaments <ul style="list-style-type: none"> <li>○ made extensive changes to this section. Basically, Squash BC is going to pay all the costs for officials at championships now. This is in lieu of providing the \$500 we used to give. Also added BC Doubles and Post Secondary as supported tournaments</li> </ul> </li> <li>• 10.4 Tournament Referee <ul style="list-style-type: none"> <li>○ removed the clause requiring the TR to send out the call for officials. We</li> </ul> </li> </ul>		Approved

<ul style="list-style-type: none"> <li>○ are making this the referee in-chief's responsibility now</li> <li>○ added a clause requiring the TR to inform the officials of any and all policies specific to that tournament</li> </ul> <p>10.3.Vii 2,3, 4) Up rates by \$2 for Provincial/national, Rates Assessors and club/</p>	<p>Approved increase rates from \$5 to \$7 since coaches got a raise.</p>	
<p>10.5 In province official travel</p>	<p>Revisions made to reflect current practice</p>	<p>Approved</p>
<p>10.6 Out of province official travel</p>	<p>Revisions made to reflect current practice</p>	<p>Approved</p>
<p>11 Technical Specifications</p> <ul style="list-style-type: none"> <li>○ renamed this section from "Technical" to "Technical Specifications". I feel it's more descriptive</li> <li>○ this section used to describe the dimensions of a squash court. I've changed it to simply refer to WSF's website for all specifications</li> <li>○ removed the section on eye guards because it was duplicated in section 10.2</li> </ul>		<p>Approved</p>

<p>12 Ranking System</p> <ul style="list-style-type: none"> <li>a. moved the policy on summer tournaments from here to section 10.12</li> <li>b. added requirement for all matches to be "bests of 5 games"</li> <li>c. added requirement for all matches to be PARS 11, except players ranked under 1000 points shall be allowed to play PARS 15 <ul style="list-style-type: none"> <li>ii. For ranking purposes, a match must be best of 5 games. How does this work with Pathway events??</li> <li>iii.</li> </ul> </li> </ul> <p>Xvi Only matches which are best of 5 games shall count for ranking points. All other</p>	<p>This needs to be discussed as the Pro's want to use best of 3 in the Pathways Progressive so they can get the kids going with a ranking so they don't have to assess them EVERY time. Maybe make an exception for JUST the progressive events</p>	<p>Approved to best of 3 for "jr Pathway developing level – see motions. However need to confirm that SHQ can actually implement this.</p>
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<p>matches shall be given a ranking multiplier of zero. Meaning no points are given to either player. The only exceptions to this rule are the junior pathway events which may be best of 5 games.</p>		
<p>13.1 Funding</p> <p>Added a requirement for juniors to have passed the officiating test to be eligible for funding in their last year of U17. Previous the requirement was only to have taken the course</p>		<p>Approved</p>
<p>14.0 Marketing and Communication Web site (squashbc.com)</p>	<p>This section was revised with duplicates removed.</p>	
<p>17 FAIR PLAY CONTRACT</p> <p>Some parts redundant except Bullying – consider adding a specific policy on bullying and eliminate the Fair Play Contract section. Fair Play is defined in detail in section 21 and Harassment in Section 22</p>	<p>This section seems redundant to later sections on Harassment Except Bullying. It was decided to do a review of newly numbers sections 16-20 &amp; 24 in 2018 including Code of Conduct, Appeals, Harassment and Bullying, Conflict of Interest, Fair Play, Privacy,</p>	

## Motions from March 8, 2018 Board meeting

The Canada Winter Games Committee recommends a policy change to the Canada Winter Games Policy (under 8.1.F). The Policy posted on the Squash BC website has subsections labeled as 9.5.X.y

Motion	Comments from the editors	Board decision
<p><b>Existing wording:</b> [9.5.7.c] All “challenge of Year 3 squad members during year 3 will not count for ranking points and will be removed from Squash BC official rankings.</p> <p><b>Recommended changes:</b></p> <p><u>Amend 9.5.7.c to read:</u> All “challenge or non-Squash BC sanctioned matches of Athletes (Squad and non-Squad athletes) trying out for the CWG Team during Year 3 (May – November of year 3) will not count for ranking points and will be removed from Squash BC official rankings.</p> <p><u>Add 9.5.7.d:</u> For any non-squad athlete to be eligible for selection for the CWG team in Year 3, they must adhere to the same requirements as Year 3 Squad Members as set out in these policies or by the CWG committee.</p>		Approved.