



Hardball Doubles Committee - Terms of Reference

Amended, October 24, 2019

1. Overview:

The Doubles Committee is an advisory committee of Squash Canada. This policy outlines the mandate, the roles and responsibilities, the composition and levels of authority of the Doubles Committee.

2. Mandate & Objectives:

The Doubles Committee is responsible for furthering the advancement of hardball doubles in Canada. The committee will maintain and enhance Squash Canada's doubles events, programs and standards in collaboration with Provincial/Territorial Squash Associations (PTs).

3. Composition:

Squash Canada's Doubles Committee is comprised of seven (7) to thirteen (13) voting representatives from Squash Canada's member provincial/territorial squash associations and the following non-voting members:

- Past Chair of Squash Canada's Hardball Doubles Committee, for up to one two (2) year term
- 1 Squash Canada staff member
- 1 Squash Canada Board liaison

The Chair of the Doubles Committee will be a member of the Doubles Committee and elected by the voting Doubles Committee Members.

4. Appointments and Term

Committee members will be appointed for a 2-year period, calculated from the date of the previous year's AGM. The Committee will operate under staggered terms with approximately half the voting members appointed in even years and the other voting members appointed in odd years.

PT representation on the Committee will be national and balanced in scope, reflect the distribution of doubles courts and doubles activity in Canada, and will be gender equity considerate.

Three months prior to each Squash Canada AGM, PTs will be canvassed for committee nominations. Nominations are subject to approval, in the first instance, by the Doubles Committee. All Squash Canada Committee appointments are subject to approval by the Squash Canada Board of Directors.

Maximum Term: There will be a maximum of 3 consecutive terms of 2 years each for committee members.

Should a mid-term vacancy occur, the Doubles Committee may appoint a member for the balance of the respective term.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

5. Required Skills for Doubles Committee

Potential candidates for Squash Canada's Doubles Committee should possess a high level of experience and capability in the organization & participation of doubles, officiating and event management. Potential candidates should possess some of the following skills:

- Organizational development/strategic planning experience;
- Project Management experience and the ability to lead committee initiatives as directed by the Chair and/or the Board and;
- Sound knowledge of the Canadian sport system, sound knowledge of the sport of squash and the Squash Canada Doubles program and its initiatives;
- Sound knowledge in how national doubles events are organized and an understanding of player rankings and player seedings – preferably having been on a hosting committee of a national doubles event

6. Key Duties:

6.1 Committee

- To work with Squash Canada's Board of Directors and National Staff to recommend and maintain standards for Doubles Rankings & Competitions, Doubles Officiating and Doubles Development;
- To liaise with the chair of the Doubles Officiating Committee and report to the Board of Directors & National Staff of Squash Canada;
- To monitor the rules of North American hardball doubles squash and to make recommendations for changes to those rules to Squash Canada's Board of Directors for final approval by the World Squash Federation.
- To develop and promote a doubles officiating certification program and on an on-going basis review certification assessments of doubles officials and report to the Board of Directors and National Staff of Squash Canada;
- Promote and develop the sport of doubles in Canada including competitive opportunities;
- Promote and support doubles initiatives across Canada
- Provide technical assistance to Provincial & Territorial Squash Associations for Doubles Development initiatives;
- Monitor the needs and make recommendations to the Board of Directors and National Staff of Squash Canada to implement strategies for new programs
- To monitor global doubles developments and report to Squash Canada's Board of Directors and National Staff;
- To recommend strategies to increase the number of doubles players in Canada;
- To solicit hosting bids for the annual Canadian Doubles and Mixed Doubles Squash Championships;
- To conduct seeding for Canadian Doubles and Mixed Doubles Championships;
- To solicit hosting bids every four years for the Can-Am Cup doubles squash matches;
- To recommend selection criteria to the Squash Canada Board of Directors for Canadian teams participating in doubles events recognized by Squash Canada.

6.2 Chair

- Chairs all Doubles Committee meetings;
- Acts as the primary link between Squash Canada's National Office and the Doubles Committee to provide direction on policy decisions as required by Squash Canada and its Board of Directors;
- Provides general direction for the activities of the Doubles Committee;

- Works with the Programs Manager and Board liaison to establish the Doubles Committee Action Plan which is tied to the organization's strategic and operating plans in order to ensure that the strategic plan Key Performance Indicators are being met on an annual basis;
- Liaises with the Programs Manager and Board liaison to discuss any special projects or initiatives that may be contained in Squash Canada's annual operating budget;
- Ensures meeting minutes are distributed in a timely manner to the Committee Members, provincial/territorial squash associations and Squash Canada and;
- Prepares annual reports to the Doubles Committee and provincial/territorial squash associations on all program activities;

6.3 Committee Members

- Assist the Chair with the revision and development of technical materials and resources by undertaking such projects as may be assigned by the Chair.

7. Subcommittees:

The Committee may, from time to time and for certain durations, establish subcommittees to the Doubles Committee, comprised of members of the Committee, to work on or manage specific tasks (i.e. Seeding Subcommittee, Rankings Subcommittee).

8. Authority:

This Committee will provide recommendations to the Board of Directors and National Staff of Squash Canada on issues which are pertinent to the mandate and duties of the Committee. The Board of Directors will approve all decisions and actions requiring approval.

9. Meetings:

The Committee will meet by telephone or in person, as required. Meetings will be called, as needed, by the Chair. The Agenda and call details shall be circulated at least 1 week in advance of the scheduled meeting. There shall be at least **4** meetings per year (1 per quarter). In order to establish a quorum for a scheduled meeting, a minimum of 50% plus 1 voting Committee Members must participate excluding any ex-officio members.

10. Minutes:

Minutes shall be circulated and reflect only tasks to be completed and committee decisions. Minutes shall be circulated to all members of the Committee and to the National Staff, provincial/territorial squash associations and the Board of Directors within 14 days of the meeting.

11. Voting:

Each voting member of the committee shall cast one (1) vote. The Chair shall cast a vote only in the event of a tie. Recommendations from the Doubles Committee will be based on simple majority vote and/or based on consensus.

12. Resources:

The Committee will receive the necessary resources from Squash Canada (in accordance with its approved budget) to fulfill its mandate, and may, from time to time, have staff persons or contractors assigned to assist the committee with its work.

13. **The Doubles Committee works with:**

- Doubles Officiating Committee;
- All members and stakeholders of the association to support Squash in Canada to achieve its goals and strategies identified in Squash Canada's strategic & operating plans.

14. **Objectives / Deliverables:**

The Committee, in co-operation with the ~~VP Player Development~~ and Executive Director and Board liaison, will provide the objectives and deliverables of the Doubles Committee for each fiscal year in keeping with the annual strategic plan. The objectives will be delivered in a simple method, which will allow the organization to measure its effectiveness against the organization's strategic measurable objectives. The objectives will be reviewed and/or renewed annually. The Doubles Committee will:

- Provide advice to the Squash Canada Board on doubles matters.
- Report on the objectives/deliverables for each fiscal year in keeping with the annual strategic plan.
- When requested, provide a written report to Squash Canada.
- Provide an estimate of annual expenditures to the Squash Canada Executive Director, if applicable.

15. **Evaluation:**

The Board of Directors will evaluate the performance of the Committee. The performance of the Committee will be assessed against the accomplishment of yearly objectives/deliverables. The review will take place immediately prior to the AGM. Within 30 days of the Squash Canada AGM, the ~~VP of Player Development~~ along with the Executive Director and/or Board liaison will meet with the Committee Chair to review and discuss the objectives and deliverables of the Committee from the past year.

16. **Review and Approval:**

The Board of Directors will review the terms of reference for this committee every two (2) years.

17. **Compensation:**

No member of the Doubles Committee shall receive, directly or indirectly, any salary or other compensation ***for carrying out their duties as a committee member*** unless authorized in writing by the Board of Directors of Squash Canada.

As a standard policy, when Committee members' expenses are being paid for by Squash Canada, the members must attend and be available for the full duration of those meetings/events.

18. **Reimbursements:**

Other than the normal reimbursements identified and approved in advance, no additional expenses may be claimed by any member of the Doubles Committee in the performances of service unless authorized in writing by the Board of Directors of Squash Canada

19. **Intellectual Property:**

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.