



2021 CALL FOR NOMINATIONS TO THE BOARD OF DIRECTORS OF SQUASH CANADA

DEADLINE – 20 May 2021, 11:59 pm EDT

Board Composition

In accordance with the provisions of Article 4.1 & 4.2 of By-Law 1 of Squash Canada:

- 4.1 The Board will consist of six to eight Directors, as follows:
- A President, elected by the Members at the Annual Meeting to serve a term of three years;
 - A Vice-President Finance, elected by the Members at the Annual Meeting to serve a term of three years;
 - Three to Five Directors-at-Large elected by the Provincial/Territorial Association Members at the Annual Meeting to serve terms of three years; and,
 - One Athlete Director elected by the National Team Athlete Members using an electronic ballot procedure, the results of which will be announced at the Annual Meeting. The Athlete Director will serve a term of three years.
- 4.2 No Director may serve more than three consecutive terms, inclusive of any term served as President. No person may serve more than two terms as President.

Current Board Terms of Office

The schedule for elected Board positions is as follows [INCUMBENTS, election intent]:

2018 – 2021:	President [STEVE WREN] who has indicated he will not stand for re-election, (1) Director at Large [ALAN FERN] who has indicated he will stand for re-election, & Athlete Director [STEPHANIE EDMISON] this position will be elected by the National Team athletes.
2019 – 2022:	(3) Directors at Large [SANDRA THOMPSON, CAROL STEWART and BRUCE MARRISON] – not up for election
2020 – 2023:	VP Finance [Incumbent SHAUN THORSON], (1) Director at Large [Incumbent Lisa Henderson] not up for election

Positions Up for Election in 2021

The Nominating Committee therefore invites nominations for the following positions on the Board of Directors of Squash Canada from 2021 – 2024:

One (1) President

One (1) Director at Large position

One (1) possible Director at Large Position should a current Board Member be elected President. The term will be the remaining term of the Board member elected President, or 3 years if there is no remaining term

Elections will take place at the Squash Canada Annual General Meeting to be held on 19 June, 2021, to be held virtually.

Eligibility Criteria

A nominee must meet all the below criteria:

- Be a resident of Canada for not less than three (3) years;
- Be 18 years of age or older, who has the power under law to contract;
- Has not been declared incapable by a court in Canada or in another country;
- Does not have the status of bankrupt;
- Satisfies the requirements of the Canadian Income Tax Act in relation to the eligibility to serve as a director of a registered charity;
- Be a member in good standing of their Provincial or Territorial Squash Association and that Association must be a member in good standing with Squash Canada;
- Is not subject to a disciplinary investigation or action by Squash Canada, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Squash Canada.

Desired Skills for Squash Canada Board of Directors

Potential candidates for the Board of Directors of Squash Canada should possess a high level of experience and capability in board oversight responsibilities, including specifically the areas of fundraising, finance, marketing, management, not for profit, communications and events. Potential candidates should possess some of the following skills:

- Senior Executive Leadership
- Sports - Athlete
- Sports - Coaching
- Sports – Management
- Knowledge of the Canadian Sport System
- Knowledge of the Sport of Squash and of Squash Canada Programming
- Human Resources
- Communication & Stakeholder Relations
- Financial Literacy
- Risk Management, Oversight
- International Sports or Business
- Strategic and Business Planning
- Corporate Governance
- Information Technology (digital/cyber)
- Sales and Marketing
- Not-for-profit Board Experience
- Corporate Board Experience
- Professional Accounting or Financial Designation
- Legal
- Innovation
- Revenue Generation
- Event Staging/Management
- Bidding & Hosting
- Government Advocacy & Lobbying
- International Relations and Diplomacy
- Professional Qualifications (MD, PhD, MBA, Sport science degree)

Diversity, Equity and Inclusion

Squash Canada's Diversity, Equity and Inclusion Policy was approved and adopted 26 November 2020. A copy of this policy has been included with this Call for Nominations as Appendix A. The Board has given the Nominating Committee clear direction to make sure the Board reflects the objectives of this Policy.

Nomination Process

- Nominations must be received no later than **11:59 pm EDT on May 20, 2021** to the attention of Dan Wolfenden, Executive Director by email to: dan.wolfenden@squash.ca;
- The nomination must include all of the following information:
 - A completed Squash Canada Nomination Form, a copy of which is included as Appendix B;
 - Support letter and verification of membership from a Provincial/Territorial Member;
 - A written letter of recommendation be provided by someone that has known the candidate for at least 5 years and can attest to their professional experience and skills.

If prospective candidates have any questions or wish to discuss the Call for Nominations, they may contact any of the following Squash Canada Nominating Committee members:

Dennis Bishop, Chair dbishop@aei.ca

Carol Stewart, Board Member carolmstewart63@gmail.com

Spider Jones, Provincial/Territorial Squash Association Representative spider@sportnorth.com

Natasha Doucas, Provincial/Territorial Squash Association Representative natasha.doucas@gmail.com

Dan Wolfenden, Executive Director (ex-officio) dan.wolfenden@squash.ca



Squash Canada

DIVERSITY, EQUITY AND INCLUSION POLICY

Amended by the Squash Canada Board of Directors, November 26, 2020

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

Definitions

1. The following terms have these meanings in this Policy:

- a) *"Diversity"* – the presence and representation of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization
- b) *"Equity"* – adaption to an environment to afford fairness to individuals with diverse personal characteristics
- c) *"Inclusion"* – welcoming of individuals with diverse personal characteristics into a group or organization by creating an environment conducive to their full participation
- d) *"PTA"* – Provincial/Territorial Squash Association recognized by Squash Canada
- e) *"Under-Represented Groups"* – Under-Represented Groups include women, people of low socioeconomic status, Indigenous people, people with disabilities, visible minorities, newcomers to Canada, and members of the LGBTQI2S community

Purpose

2. Squash Canada and its PTAs will reflect diversity, equity, and inclusion in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that Squash Canada and its PTAs provide Under-Represented Groups with a full and equitable range of opportunities to participate and lead, and to ensure that Squash Canada and its PTAs take the steps necessary to benefit from diverse perspectives, skills and experiences in its governance, programs and operations.

Participation

3. Squash Canada and its PTAs will enhance the quality of, and increase the level of participation in, their leadership and programs by:

- a) Supporting inclusion, equity, and access for Under-Represented Groups
- b) Ensuring that individuals from Under-Represented Groups have equitable opportunity to participate in their programs, training, and other opportunities
- c) Dealing with any incident of discriminatory behaviour according to the *Code of Conduct and Ethics and Discipline and Complaints Policy*

Decision-Making

4. Squash Canada and its PTAs commit to strengthening diversity and inclusion on its Board of Directors by striving to attain 30% of the positions on the Board of Directors held by persons from at least two of the identified Under-Represented Groups by 2023.

Communications

5. Squash Canada and its PTAs will ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that non-discriminatory language is used in all communications.

Programming, Resources and Services

6. Squash Canada and its PTAs are committed to equitably reflecting Under-Represented Groups in the programs, resources and services it creates and supports for sport organizations. For example, Squash Canada and its PTAs will:
- a) Ensure that the achievement of equitable opportunities for Under-Represented Groups is a key consideration when developing, updating, or delivering their programs and policies
 - b) Create and support new programming, resources and services that specifically address the needs of Under-Represented Groups
 - c) Monitor and evaluate the success of inclusion of Under-Represented Groups in programming, resources and services
 - d) Provide opportunities to participants within its activities and programs on the basis of their skills, knowledge, and abilities. Squash Canada and its PTAs will ensure participants are neither disadvantaged nor denied access on the basis of a prohibited ground pursuant to federal human rights legislation

Human Resource Management

7. As part of its commitment to the use of equitable human resource management practices, Squash Canada and its PTAs will:
- a) Adopt, when possible, work practices such as flex-time, job-sharing and home-based offices
 - b) Provide a physically accessible workplace environment
 - c) Ensure a non-smoking environment
 - d) Use non-discriminatory interview techniques to promote equitable employment opportunities
 - e) Adopt a pay scale reflecting equal pay for work of equal value for its employees
 - f) When appropriate, make available access to Employee Assistance counselling

Ongoing Commitment to Inclusion, Diversity and Equity

8. Squash Canada and its PTAs resolve to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media and communications.
9. Squash Canada and its PTAs will provide ongoing training and professional development opportunities on inclusion, diversity and equity to staff and Directors and Officers.

Evaluation

10. Squash Canada and its PTAs will continually monitor and evaluate its inclusion, equity, and diversity progress.
11. Reporting on achievement of **Decision-Making** targets will take place annually at the Annual General Meeting.

Policy History and Renewal	
Last Approval Date	November 26, 2020
Next Review Date	2023



SQUASH CANADA 2021 NOMINATION FORM

This information will be used for the purpose of your consideration by the Nominating Committee for role(s) on the Board of Directors.

Please return the nomination form and a copy of your résumé **no later than 11:59 EDT on May 20, 2021** to:

Dan Wolfenden
Executive Director, Squash Canada
46 Chatham Gardens
Nepean, ON K2J 3M4
e-mail dan.wolfenden@squash.ca

In addition, it is the candidate's responsibility to ensure that the following two documents are received in written or electronic form by the same deadline date and to the Squash Canada Executive Director as outlined above:

1. In accordance with Article 4.5 of the [Squash Canada By-Laws](#), nomination of an individual for election as the President, Vice-President Finance or Director-at-Large must include a letter of support by a Provincial and Territorial Association Member.
2. A written letter of recommendation by someone that has known the candidate for at least 5 years and can attest to their professional experience and skills.

I. PERSONAL INFORMATION OF CANDIDATE

Name _____

Address _____

No.

Street

Unit #

City

Province

Postal Code

Tel. Nos. _____

Email _____

Please indicate below by checking one or more of the roles for which you wish to be considered.

- President, 2021 - 2024
- Director at Large, 2021 - 2024
- [PROVISIONAL] Director at Large, for balance of term should a current member of the Board be elected as President and thus vacates their Director at Large position

II. DIVERSITY (Optional. This information is to assist Squash Canada in achieving its diversity, equity and inclusion objectives and will not be disclosed outside the Nominating Committee and current Board)

- Please check if you are a Francophone
- Please check if you are bilingual (English/French)
- Please check if you are an Indigenous person
- Please check if you are a person with a disability
- Please check if you identify as a visible minority Please specify (optional): _____
- Please check if you are from the LGBTQI2S community
- Please check if your status may be classified as 'low socioeconomic'
- Please check if you are a New Canadian
- Please check if you identify otherwise as a minority Please specify (optional): _____

III. SUMMARY OF EXPERIENCE

CAREER (List your 3 most recent positions of employment)

BOARD EXPERIENCE (not-for-profit, for-profit)

INVOLVEMENT IN COMMUNITY (Local, provincial, national; list your 5 most significant contributions)

INVOLVEMENT IN SPORT/SQUASH COMMUNITY (Local, provincial, national, international; list your 5 most significant contributions)

OTHER (i.e. achievements, awards)

--

- Please attach a résumé for use by the Nominating Committee during its deliberations.

IV. EXPERTISE

Please identify your areas of expertise that you would be able to bring to Squash Canada.

Please rate your skill level by marking an x beside the box that, in your estimation, best applies

	<i>Level of Expertise</i>		
	<i>Leading/ Advanced</i>	<i>Good/ Developing</i>	<i>Little/ None</i>
Senior Executive Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports - Athlete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports - Coaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sports – Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the Canadian Sport System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of the Sport of Squash and of Squash Canada Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Stakeholder Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management, Oversight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Sports or Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic and Business Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology (digital/cyber)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales and Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not-for-profit Board Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Board Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Accounting or Financial Designation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revenue Generation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Staging/Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bidding & Hosting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Advocacy & Lobbying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Relations and Diplomacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Qualifications (MD, PhD, MBA, Sport science degree)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please briefly elaborate on your areas of expertise.

V. STATEMENT OF INTEREST

Please provide a brief statement below as to why you wish to run for the position, your prospective contribution to delivering the Squash Canada mission, along with your personal objectives should you be elected.

VI. BACKGROUND INFORMATION

Squash Canada must comply with the Canada Not-for-profit Corporations Act and Article 4 of its [By-Laws](#). It is also imperative that Squash Canada provides a positive and safe environment for all those working and volunteering with the organization. It is also critical for the protection of the reputation of Squash Canada that the directors meet certain threshold criteria.

Please read the following declarations carefully and if required provide full details. If you are in any doubt, please include all relevant details and declare all matters, regardless of whether they have previously been brought to Squash Canada's attention and regardless of whether they occurred in Canada or elsewhere.

- I am 18 years of age or older;

- I have not been declared incapable by a court in Canada or in another country;
- I do not have a criminal record;
- There are no criminal proceedings pending against me;
- I am not currently under sanction of two (2) years or greater pursuant to the World Anti-Doping Code or Canadian Anti-Doping Program Rules;
- I have not been subject to any administrative order or penalty of any administrative authority or commission and there is no such order, penalty or proceeding pending;
- I have not been held liable in a civil proceeding in connection with any matter involving allegations of fraud, theft, deceit, misrepresentation, conspiracy, breach of trust, breach of fiduciary duty or allegations of similar misconduct and there are no such proceedings pending;
- I have not been involved in any bankruptcy or insolvency proceedings, voluntary or otherwise, against me as a debtor in any jurisdiction within the past six years preceding the date of this Nomination Form and I am not currently an undischarged bankrupt;
- I am not aware of any conflict of interest or other reason that would preclude me from being considered for nomination as a director of Squash Canada;
- There is no additional information which should be brought to the attention of Squash Canada that might call into question my ability to serve effectively as a director of Squash Canada or might otherwise negatively reflect on Squash Canada;
- I agree that I am fully responsible to ensure that I communicate any changes to any information, as listed above and otherwise as soon as I become aware of them.

If you are in any doubt, please check the “No” section and provide all relevant details.

- Yes, the foregoing statements are correct.
- No, the foregoing statements are not correct. Please be advised that:

If there are changes to the information in the future, please advise Squash Canada (to the attention of the Executive Director) immediately, in order to keep our documentation current.

VII. ACKNOWLEDGEMENT AND UNDERTAKING

- By submitting this Nomination Form, I agree to obtain and provide Squash Canada with a criminal background record check should Squash Canada so request. In addition, I consent to Squash Canada undertaking a criminal background check and agree to comply and provide any required information to obtain such criminal background record check.
- I do hereby declare to the best of my knowledge and belief that the information I have provided on this Nomination Form is true.

Candidate Signature:

Date: