

**SQUASH CANADA**  
**MASTERS COMMITTEE TERMS OF REFERENCE (2025)**

	<b>Master's Committee</b>
<b>Mandate</b>	<p>The Masters Committee is a standing committee of the Board of Squash Canada. It is responsible for furthering the advancement of master's squash in Canada through the enhancement of Squash Canada's master's events, programs, and standards in collaboration with member Provincial/Territorial squash associations (P/Ts).</p> <p>It is a decision-making committee.</p>
<b>Key Duties</b>	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• To work with Squash Canada's Board of Directors and National Staff to recommend and maintain standards for master's competitions and development.</li> <li>• To monitor global master's developments and report to Squash Canada's Board of Directors and National Staff.</li> <li>• To actively promote and develop master's squash in Canada, including competitive opportunities, which may include assisting with active recruitment of participants for master's events.</li> <li>• Promote and support master's initiatives across Canada, including recommending strategies to increase the number of master's players in Canada.</li> <li>• Monitor the needs and make recommendations to the Board of Directors and National Staff to implement strategies for new programs.</li> <li>• To solicit hosting bids for the annual Canadian Master's Teams Championships.</li> <li>• To conduct seeding for Canadian Master's Team Championships and age categories at the Canadian Squash Championships.</li> <li>• To recommend selection criteria to the Squash Canada Board of Directors for Canadian teams participating in master's events recognized by Squash Canada.</li> <li>• Assist the Chair with the revision and development of materials and resources by undertaking such projects as may be assigned by the Chair.</li> </ul> <p>The Chair will perform the following key duties:</p> <ul style="list-style-type: none"> <li>• Chair all MC meetings.</li> <li>• Acts as the primary link between Squash Canada's National Office and the MC to provide direction on policy decisions as required by Squash Canada and its Board of Directors.</li> <li>• Provides general direction for the activities of the MC.</li> <li>• Works with the Programs and Communications Coordinator and Board liaison to establish the MC Action Plan which is tied to the organization's strategic</li> </ul>

	<p>and operating plans in order to ensure that the strategic plan Key Performance Indicators are being met on an annual basis.</p> <ul style="list-style-type: none"> <li>• Liaises with Squash Canada National Staff and Board liaison to discuss any special projects or initiatives that may be contained in Squash Canada’s annual operating budget.</li> <li>• Ensures meeting minutes are distributed in a timely manner to the Committee Members, P/Ts and Squash Canada.</li> <li>• Prepares annual reports to Squash Canada and P/Ts on all master’s program activities,</li> </ul> <p>Subcommittees:</p> <ul style="list-style-type: none"> <li>• The Committee may, from time to time and for certain durations, establish subcommittees to the MC, comprised of members of the Committee, to work on or manage specific tasks (i.e. Seedings, Communications, etc.).</li> </ul>
<p>Authority</p>	<p>The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board.</p> <p>The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee.</p>
<p>Composition</p>	<p>The Committee will be composed of The MC will be comprised of seven (7) to ten (10) voting representatives from Squash Canada’s member Provincial/Territorial squash associations or regions. Squash Canada reserves the right to seek up to a possible three (3) additional appointed representatives with specific master’s squash experience to ensure gender equity on the committee.</p> <p>One (1) representative from the following member P/T or regions:</p> <ul style="list-style-type: none"> <li>• British Columbia</li> <li>• Alberta</li> <li>• Prairie Region (Saskatchewan/Manitoba)</li> <li>• North (Yukon/Northwest Territories/Nunavut)</li> <li>• Ontario</li> <li>• Quebec</li> <li>• Atlantic Region (Newfoundland, New Brunswick, Nova Scotia, Prince Edward Island)</li> </ul> <p>The MC will also have the following non-voting members:</p> <ul style="list-style-type: none"> <li>• One (1) Squash Canada Staff member</li> <li>• One (1) Squash Canada Board liaison</li> </ul> <p>The Chair of the MC will be a committee member and elected by the voting MC members.</p>

	<p>Members of the Committee will serve terms of two years, which may be renewed by the Board. The Board may remove any member of the Committee at any time and for any reason.</p> <p><b>Appointments and Term</b>  Committee members will be appointed for a two (2) year term and may service a maximum of three (3) consecutive terms, 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.</p> <p>Two months prior to each Squash Canada AGM, the P/Ts or regions will be canvassed for committee nominations. Nominations are subject to approval by the Squash Canada Board of Directors.</p> <p>Should a mid-term vacancy occur, the process is as follows:</p> <ul style="list-style-type: none"> <li>• The Committee, as the technical experts in their area, recommends somebody to fill the vacancy.</li> <li>• The Board may consult with P/Ts in order to come to a decision.</li> <li>• The Board either approves the recommendation or asks for a different recommendation.</li> </ul> <p>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. Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.</p>
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary resources from Squash Canada to fulfill its mandate. The Committee may, from time to time, receive administrative support from Squash Canada.
Reporting	The Committee operates independently of management and the Board. Status reports at a meeting of the Board, or full reports at a meeting of the Members, shall be presented by the Chair.
Approval and Review	The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	