



Nominations Policy

Approved by the Squash Canada Board of Directors April 1, 2026

Purpose

1. Squash Canada requires individuals who wish to serve on the Squash Canada Board of Directors to be appropriately screened for their suitability to serve the organization. This policy is designed to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.
2. This policy's goals are to ensure the best candidates possible are selected to serve on the Squash Canada Board of Directors while remaining in line with Squash Canada's [Bylaws](#) and any other relevant requirements of Squash Canada.

Definitions

- a) **Board:** The Board of Directors of Squash Canada
- b) **Bylaws:** The Bylaws of Squash Canada, as amended from time to time.
- c) **Call for Nominations (or call for Directors):** The official communication issued by Squash Canada inviting eligible individuals to submit their candidacy for election to the Board of Directors.
- d) **Candidate (or Nominee):** An individual who has submitted a completed nomination package in accordance with this Policy and Call for Nominations.
- e) **Director:** An individual elected or appointed to serve on the Squash Canada Board of Directors in accordance with the [Bylaws](#).
- f) **Incumbent Director:** A current member of the Board of Directors who is eligible and intends to stand for re-election.
- g) **Members:** those individuals or organizations recognized as members of Squash Canada in accordance with the [Bylaws](#), who are entitled to vote at meetings of Members.
- h) **Nominations Committee:** the committee established by the Board of Directors and responsible for overseeing the recruitment, screening, and nomination process for Directors.
- i) **Board Assessment Tool:** A formal evaluation tool used by the Nominations Committee to assess the current composition of the board and identify gaps in skills, experience, attributes, or competencies.
- j) **Policy:** This Board Nominations Policy of Squash Canada.

Application

3. This Policy applies to Squash Canada, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with Squash Canada.
4. Squash Canada reserves the right to extend additional requirements of the Nominations Committee and candidates wishing to be nominated for a position as a Director with Squash Canada.

Objective

The objective of this policy is to:

- Ensure a fair and transparent process for all candidates wishing to be nominated to the Squash Canada Board of Directors

Proctor Field House
York University Glendon Campus
2275 Bayview Avenue, Suite 106B
Toronto, Ontario M4N 3M6
www.squash.ca

- To ensure that the best candidates are appointed to the Squash Canada Board of Directors
- Meet all requirements un the Squash Canada [Bylaws](#) and other relevant governing documents of Squash Canada

Board Assessment

5. At its discretion, the Nominations Committee may administer a **Board Assessment Tool** to determine the needs, wants and gaps of skills, attributes, education, and experience within the Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

6. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through the usual networking channels within the sport community, the Committee will also issue an open call for nominations via the Squash Canada office through promotional efforts including, but not limited to, press releases, Squash Canada’s website, and other online services where suitable.
7. Distribute the **Call for Directors** via the Squash Canada office or other communication methods as required.
8. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
9. The Squash Canada CEO will initially answer all questions about the nomination process and the role of a Director.

Eligibility

10. To be eligible for election as a Director refer to section 4 of the Squash Canada [Bylaws](#).

Nomination of Candidates

11. Individuals can submit nominations to the Nominations Committee so long as they complete all necessary requirements as outlined in the Call for Nominations before the final deadline.
12. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee (via Squash Canada Staff, Squash Canada President, or Squash Canada Board Member sitting on the committee) in writing when they intend to stand for re-election.

Review of Nominees

13. The Nominations Committee will review each **Candidates Application** and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director.
14. The Nominations Committee will conduct an interview of any new Board of Director applicants, electronically or via telephone. Incumbent Directors are not required to complete an interview.
15. The Nominations Committee will short-list the nominees by reviewing the Board Assessment tool and will ensure eligibility and may conduct reference checks. The Nominations Committee may also communicate directly with the short-listed candidates to discuss the roles, responsibilities, and expectations of a Director.
16. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question.

17. The Nominations Committee will make a final report, meeting any required deadlines as set out by the Squash Canada [Bylaws](#), to the Members before any meeting of the Members at which an election occurs that will identify their preferred slate of nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

18. Timelines will be established by the Squash Canada Office in line with the Squash Canada Bylaws. All timelines will be described in the **call for nominations**.

Policy Review

19. This policy will be reviewed every 2 years by the Squash Canada Board of Directors, or sooner if operational or regulatory changes require.