

# **Pickering Squash Club**

## **Constitution**

Amended: **August 21, 2021**  
Original: November 1988

**Pickering Squash Club**  
**Constitution**

**Article I      Name**

The name of the Club shall be the "Pickering Squash Club".

**Article II      Objective & Mission Statement**

The objective of the Pickering Squash Club is to provide organized play and to promote and foster the development of squash for members of the Pickering Squash Club at all levels in an environment of good sportsmanship and fun. Appendix "A" provides the Pickering Squash Club Mission Statement.

**Article III      Membership**

Members shall be defined as all those who have paid their current fees and agree to abide by the rules of the Club and are in possession of a current squash eligible membership to the Pickering Recreation Complex. Members shall fall within one of the following **three** classifications:

- a) Adult - Full
- b) Junior - Defined as any member seventeen years and under according to their Pickering Recreation Complex membership status
- c) Social – A Social Member would be included in all correspondence from the club, would be welcome to participate in non-playing club functions, would be able to serve on club committees; and would not have to be a member of the Recreation Complex. Social Membership in the club would require registration on the usual PSC membership registration form and a membership fee of 50% of the usual PSC membership fee would be paid to the PSC. It is expected that Social Members would be former active members of the club who are no longer playing. It could also include people playing in non-club sponsored events such as the Freedom 55 group or the summer social league.

\*\* The above membership classification must abide by the following Pickering Recreation Complex membership privileges:

Adult Full - member may take part in all Club functions.

Adult Daytime member - unable to participate in Club functions in the evenings or on weekends.

Youth - unable to participate in Club functions after 7:00pm weekdays or on Saturday and Sundays (except for Junior Development).

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\* Exceptions will be made for Special Events (eg. Off court, Social events, Club Championships)

\*\* Please refer to the specific Complex membership privileges and limitations.  
<https://www.pickering.ca/en/living/resources/guide/Fall2020/Fall2020-CHDRC-Info-Brochure.pdf>

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### **Article IV Club Executive**

The affairs of the Club shall be managed by the Club Executive. A City of Pickering Department of Parks and Recreation representative will also attend all Executive and General Meetings as a non-voting advisory member. The Recreation Complex Squash Professional will also attend all Executive Meetings as a non-voting advisory member.

The Officers shall be:

President	- Elected
Vice-President	- Elected
Treasurer	- Elected
Secretary	- Elected
Social Director	- Elected
Director of Ladies' Play	- Elected
Director of Men's Play	- Elected
Director of Junior Play	- Elected
Director of Communications	- Elected
Director at Large	- Elected
Technical Advisor	- Elected

The President, Vice-President, Secretary, Treasurer, Directors and Technical Advisor shall be elected at the Annual General Meeting.

All officers shall be current members in good standing of the Pickering Recreation Complex and of the Pickering Squash Club.

#### **Duties of the Executive Members:**

##### **President:**

The President is responsible for:

- Schedule and facilitate monthly executive team meetings. Ensure agenda is provided in advance of all meetings
- Ensuring that the constitution of the Club is upheld and strictly adhered to
- Club policy, guidance, and interpretation of the Club rules
- Presiding at all Executive and Annual General Meetings
- Coordinating and presenting to the Executive new ideas for the Club
- Providing leadership on ceremonial occasions
- Acting as a liaison with the City of Pickering
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive
- The duty of co-signing officer in support of the Treasurer

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### Vice-President:

The Vice-President is responsible for:

- Acting as President in his/her absence
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive
- The duty of co-signing officer in support of the Treasurer

### Treasurer:

The Treasurer is responsible for:

- Conducting all financial accounts of the Club, under the direction of the Executive
- Create and distribute reports, (eg. Financial Statement for monthly executive meetings and Annual General Meeting)
- Liaison on subjects, internal and external, relating to Club matters as assigned by the Executive
- Ensuring that required financial policy and procedures are developed and implemented to protect the Club's assets
- The duty of co-signing officer

### Secretary:

The Secretary is responsible for:

- Recording and distribution of minutes of all meetings
- Receiving and distributing Club mail
- Liaison on subjects, internal and external, relating to Club matters as assigned by the Executive

### Director of Ladies' Play:

The Director of Ladies' Play is responsible for:

- Appointing team Captains for the Ladies Inter – Club teams,
- Overseeing the operation of the Ladies' Inter – Club teams in consultation with the team Captains
- Updating the Executive on the status of the Ladies Inter – Club teams at its monthly meetings
- Organizing Refereeing and Players Clinics as required
- Organizing and maintaining the Women's Ladder
- Acting as a liaison between Club Committees and the Department of Parks and Recreation for court time and other matters
- Ensuring that all play is conducted in accordance with the Constitution, Rules and Regulations of the Club.
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive.
- Organizing and running intra-club tournaments

### Director of Men's Play:

The Director of Men's Play is responsible for:

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- Appointing team Captains for the Men's Inter – Club teams
- Overseeing the operation of the Men's Inter – Club teams in consultation with the team Captains
- Updating the Executive on the status of the Men's Inter – Club teams at its monthly meetings
- Organizing Refereeing and Players Clinics as required
- Organizing and maintaining the Men's Ladder
- Acting as a liaison between Club Committees and the Department of Parks and Recreation for court time and other matters
- Ensuring that all play is conducted in accordance with the Constitution, Rules and Regulations of the Club
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive
- Organizing and running intra-club tournaments

### Director of Junior Play

The Director of Junior Play is responsible for:

- Organizing and operating, in partnership with the Club Professional, the Club Junior Development Program
- Updating the Executive on the status of the Junior Development Program at its monthly meetings
- Undertaking any activities that may from time to time be required to meet the needs of the Junior Program as determined by the Executive
- Acting as a liaison between Club committees and the Department of Parks and Recreation for court time and other matters,
- Ensuring that all play is conducted in accordance with the Constitution, Rules and Regulations of the Club
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive

### Director Social:

The Director Social will be responsible for:

- Organizing and operating Club social events as directed by the Club Executive
- Acting as a liaison between Club Committees, the Executive and the Department of Parks and Recreation for use of the facility
- Assisting with social aspects of tournaments as necessary
- Coordinate and help organize the annual Club banquet
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive

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### Director of Communications (previously Public Relations)

The Director of Communications is responsible for:

- Organizing, soliciting and obtaining input for, and to publish and distribute the internal Club newsletter (The Rally)
- Assist in communicating to the Club membership and providing notices of Club activities, events, special meetings, etc.
- Assist with input as appropriate for the Club website
- Identifying and acting on opportunities to promote and elevate the visibility and image of the Club in the community
- Acting as a liaison between Club Committees, the Executive and such other events and activities as may from time to time arise
- Prime for managing the Club web site, including maintenance (Web Master)

### Director at Large

The Director at Large is responsible for:

- Monitoring the application and current applicability of the Club Constitution, developing and recommending Constitutional amendments as may be required from time to time
- Assisting other Executive members in the performance of their duties, and substituting for them during periods of absence
- Accountable for the membership list, collection of membership funds, and report updates to the Treasurer
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive
- Undertaking special activities and projects as directed by the Club Executive as may arise from time to time

### **Technical Advisor: [This would be creation of a new role on the Club executive]**

The Technical Advisor is responsible for:

- Working with and assisting the Club Executive in organizing and operating various Club activities and tournaments including the Fall Flight Tournament, the Club Championship Tournament, and various squash social activities as requested by the Executive
- Liaison on subjects, both internal and external, relating to Club matters as assigned by the Executive
- Other duties to be determined by the Executive team

### Squash Professional

The Squash Pro is responsible for:

- Attending Club Executive Meetings as a non-voting advisory member
- Liaison and advice to the Club Directors on proper rule interpretation, tournament draws, etc.
- Working with the Director of Junior Play in organizing and operating the Junior Development Program

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- Prime for organizing and operating tournaments such as the annual Lee Hanebury Memorial Squash Tournament, among others, with the support and assistance of the PSC Executive and Membership

### **City of Pickering Department of Parks and Recreation Representative**

The Department of Parks and Recreation Representative is responsible for:

- Attending Club Executive Meetings as a non-voting advisory member
- Acting as a single point of contact on behalf of the Department of Parks and Recreation to the Club Executive
- Acting as an intermediary between the Club Executive and the Department of Parks and Recreation on matters related to Complex Facility utilization, City of Pickering Rules and Regulations, etc.
- Assisting and advising the Club Executive in the organization and operation of Club activities and events

### **Article V Election of Executive**

Executive (Officer) positions are elected on terms as follows:

- The positions of President, Vice President and Treasurer will include a term of 3 consecutive years. These positions on the Executive team to be reviewed following each 3-year term for renewal term or consideration for potential alternates
  - All other positions on the executive team, except the Squash Pro and City of Pickering Dept. of Parks and Rec Representative, are elected on an annual basis. Officer positions on the Executive team renewed for more than three consecutive Terms shall be reviewed by the Executive team for renewal or consideration for potential alternates
- a) The Executive shall ensure that a list of nominees be made available for the Annual General Meeting and advertise such a list at least ten days prior to the Annual General Meeting
- b) All nominations for Executive positions should:
- Be made in writing to the present Executive and endorsed by any two members in good standing by August 31 of the current fiscal year (at least fourteen days prior to the Annual General Meeting)
  - Ensure that the nominee is eligible and present at the Annual General Meeting,
  - If he/she is not present at the Annual General Meeting, then he/she must indicate in writing their willingness to accept such a position if elected.
- c) Voting shall be performed by a show of hands by members of the Squash Club, in good standing, or by electronic means if attending the AGM or other executive meeting remotely (Eg via Video/Zoom application). One vote per member in good standing



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- d) Proxy votes for the election of any Executive position may be submitted to and recorded with the Secretary prior to the voting process

The Executive are authorized by the membership to appoint a replacement in the event of a resignation or departure of any Executive member for the duration of member's term.

### **Article VI Meetings**

The Club's Executive shall meet at least once per month or upon the President's request. All requests for an Executive meeting shall be directed to the President. At meetings of the Executive, attendance of 6 out of 11 Executive members shall constitute a quorum.

The Annual General Meeting (AGM) shall be held during the month of September and all Club members must be notified at least ten days prior to the date of the meeting. Notification can be:

- a) via the Squash Club newsletter
- b) posted at the Pickering Recreation Complex
- c) posted on the Club web site
- d) email distribution to all members

A special General Meeting of the Club members may be called at any time (with a minimum of ten days notice) by three Executive members, or upon the written request of any ten Club members for any specific subject with the business discussed at such a meeting being limited only to the single specific subject. Notice of all such meetings shall be posted on the Club notice board or Club web site, or bulk email to all members; and such a notice shall be deemed sufficient.

At any Annual General Meeting or Special General Meeting, attendance of ten percent (10%) of the membership, excluding Juniors, at the time of voting is required to establish a quorum. Provided a quorum exists, fifty percent of the eligible voting members (one vote per eligible voting member) present plus one vote shall constitute a majority. Only those members 18 years of age and older, and in good standing, will hold voting privileges.

\*See Article VII, Subsection 6 (Annual Meeting).

### **Article VII Rules of Procedure**

#### **Meetings**

- 1) The President shall, when present, preside as Chairman at all meetings. In the absence or inability of the President to act as Chairman, his duties or powers shall be assigned to the Vice-President or other Executive Member as

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designated by the President. The order of business at meetings shall be determined by the Chairman.

- 2) Minutes of all meetings shall be recorded and published by the Secretary.
- 3) For any vote conducted at any meeting by show of hands or electronic means, other than for the election of Officers, unless a counted poll is demanded by a majority of the meeting attendees, a declaration by the Chairman or interim Chairman that a motion has been carried unanimously or by a particular majority, or not carried by a particular majority shall be conclusive evidence of the result of the vote. A demand for a counted poll may be withdrawn. Each Adult member, in good standing, shall have one vote. A Junior (i.e. Complex Youth member) shall have no voting rights.
- 4) Proxy votes are not permitted for any motion other than for the election of the Executive.
- 5) Executive Meeting:
  - a) Meetings of the executive may be held at any place in the City of Pickering, or as designated by the President. Notice of any such meeting shall be delivered to each Executive member not less than two days before the meeting is to take place. Meetings of the Executive may be held at any time without formal notice if all of the Executive are present.
  - b) An Executive member shall not be represented by proxy at meetings of the Executive. His/her views, if submitted in writing, shall be presented at the meeting.
  - c) Each Executive member shall have, when present, one vote per issue. In the event of a tied vote, the President shall be granted one additional vote only if required to break the tie.
- 6) Annual General Meetings
  - a) An Annual General Meeting shall be held during the month of September in each year to deal with:
    - President's Report
    - Treasurer's Report
    - Changes in the Constitution
    - Election of the Executive for the following term
    - New Business
  - b) The order of business at the Annual General Meeting shall be as follows, unless the Chairman of the meeting otherwise directs:
    - Attendance and recording of proxies for the election of the new Executive
    - Report as to attendance and quorum

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- Reading of the minutes of the preceding Annual General Meeting and any Special General Meetings held since the last Annual General Meeting (if applicable)
  - Confirmation of any by-laws or resolutions passed by the Executive
  - Reception of reports including the President's report; other officers' reports, reports of committees as may be necessary or advisable.
  - Presentation of financial statement by the Treasurer
  - Membership and other fees for the upcoming year (see Article VIII)
  - Resignation of existing Executive
  - Election of new Executive
  - Honorariums
  - New Business
- 7) All meetings of the Pickering Squash Club shall be conducted in a business-like and orderly fashion under the direction and control of the Chairman. The Chairman shall ensure that an agenda is prepared and followed, and shall also ensure that all participants have an equal opportunity to express their views on all matters of business.
- 8) Amendments to the constitution may be proposed minimum 14 days prior to the Annual General meeting, and dealt with at the Annual General Meeting or at a Special General Meetings (see Article VI).

### **Article VIII Annual and other fees**

The fiscal year of operation shall be October 1st to September 30. Annual membership and other fees shall be decided by the Club's Executive and agreed upon at the Annual General Meeting.

### **Article IX Cheques and Bank Accounts**

- a) Cheques and negotiable instruments - All Cheques and other orders for the payment of money issued, accepted or endorsed in the name of the Club shall be signed by at least two Executive members (President, Vice President or Treasurer) as shall from time to time be determined by resolution at a meeting of the Club's Executive.
- b) All funds of the Club shall be deposited in any branch of a Chartered Financial Institution licensed in Ontario.
- c) In the event of dissolution all liquid assets shall be donated to the City of Pickering to promote Junior Squash at the Pickering Recreation Complex.

### **Article X Establishment of Committees**

The Executive and/or designated Executive member is responsible for establishing, supervising and operating any committees required to organize the affairs and play of Club members. Each committee shall be required to provide a written report of its activities to the Executive upon request. No committee shall establish rules or policies contrary to the Constitution, Rules and Regulations of the Club. Written reports from committee heads shall be submitted to the Secretary at all monthly Executive meetings.

#### **Article XI    Playing Rules and Regulations**

Play shall be conducted in accordance with the Pickering Squash Club rules and regulations as specified in Appendix "B". Playing rules and regulations shall not be contrary to the Constitution of the Club. Any motions to change Club rules and regulations must be made in accordance with Article XII of the Constitution.

The City of Pickering reserves the right to limit the number of courts used for Junior Development, Club Tournaments, Exhibitions, House leagues, Ladder Play, Referees Clinics, Championships, etc.

**The City of Pickering will be consulted by the Pickering Squash Club Executive in planning Exhibitions, Championships, and Invitational Tournaments.**

If the Pickering Squash Club is hosting and coordinating the function alone, the Club will be charged regular City rental rates. If the City of Pickering (Complex) and the Pickering Squash Club host a function together, a pre-determined split of costs and revenues from the pub nights and/or dances will be arranged through the Department of Parks and Recreation Representative and the Pickering Squash Club Executive.

#### **Article XII    By-Laws**

The Club's Executive may from time to time, make by-laws and changes in rules and regulations (not contrary) and may repeal, amend or re-enact by-laws, rules and regulations of the Club. Every such by-law, rule and regulation, amendment or re-enactment thereof, unless, in the meantime, confirmed by a Special General Meeting, shall be enforced only until the next Annual General Meeting of the Club, and in default of confirmation thereat, shall be declared at an end. If confirmed at a Special General Meeting, or at an Annual General Meeting, Appendix "B" to the Constitution shall be updated to reflect the amended rules and regulations.

#### **Article XIII**

No person in the employment of the City of Pickering Department of Parks and Recreation, nor any elected official of the City of Pickering, may hold an Executive position (with voting rights) with the Pickering Squash Club.

**Article XIV**

Any member appointed to a representative position on behalf of the Pickering Squash Club must be ratified by the Executive upon motion duly made and passed.

Any Club representative so appointed shall be empowered to exercise such voting rights as may be deemed necessary to fulfill his/her appointed position.

**Article XV**

The Pickering Squash Club recognizes the right of the Director of Parks and Recreation or his/her delegate to be an advisory member or Executive of the Club and to attend meetings to discuss the implementation and maintenance of the squash program as it relates to the Department of Parks and Recreation.

**Pickering Squash Club  
Mission Statement**

The Club, The Recreation Complex and the Squash Professional are committed to provide an active, competitive and social atmosphere with maximum participation from the community.

The Club, The Recreation Complex and Squash Professional will work as partners to continuously improve the overall level of play with safety in the forefront, and in a manner in harmony with Squash Ontario's guidelines for fair play, and the City of Pickering ADM200 Zero Tolerance Policy.

Guiding principles will be followed to maximize the enjoyment and provide accessibility to all.

**Pickering Squash Club Guiding Principles**

**Competitive Inter – Club Play**

Competitive Inter – Club league play is a privilege available to all Club members. It is the objective of the Club to provide fair and equal opportunity to all Club members wishing to participate, and to maximize the level of participation throughout the Club. Participants are encouraged to actively participate in Club events and activities. Participation at each level will be possible with play at a higher level encouraged.

The guidelines for the operation of the Club's Inter – Club teams are provided in Appendix "C".

**House League**

House league provides friendly play as a team with the emphasis on meeting other Club members, with fun and learning provided.

**Social Events**

Pub nights, dances, exhibitions, etc. allow members to socialize, meet new members and build cohesiveness within the Club.

**Club Tournaments**

From the most advanced to the beginner, Club tournaments are open to all with playing participation, viewing and marking matches encouraged.

**Junior Program**

Teaching the sport to as many juniors as possible in a structured fun way with sound skill development is the goal.

**Safety and Etiquette**

Fair and safe play and proper etiquette as outlined by Squash Ontario is important. All regulations as specified by Squash Ontario (including the posted Code of Conduct) and the City of Pickering ADM200 Zero Tolerance Policy are to be strictly observed and enforced at all times.

**New Members**

New members will be welcomed and introduced to both the sport and other Club members. Games will be arranged at the appropriate level of play. New members will be encouraged and shown how to join all Club activities and events.

**Pickering Squash Club  
Rules and Regulations**

1. Regulations

(a) Members of the Squash Club are required to use proper squash equipment so as not to damage or mark the squash courts; eg. use non-marking shoes and balls, and protective eyewear (mandatory on Doubles courts and on all courts for junior members during PSC sponsored events).

(b) Members are required to wear proper squash clothing. A shirt must be worn.

(c) Matches between members of the Pickering Squash Club and all Inter – Club play matches are to be played in a sporting manner. Conduct on the court shall be of an "honourable" nature.

(d) Any Club member may be reprimanded in writing by the Executive if his/her behavior does not conform with Regulation 1 c) above. If this behavior persists, then he/she shall be prohibited from representing Pickering in Inter-Club play and the member may be suspended from all Club activities, leagues, tournaments, etc. for a period of up to a complete season, after a fair chance for rebuttal has been given at an Executive meeting.

(e) Any actions taken, or warnings, restrictions or suspensions invoked by Squash Ontario or an Inter – Club play league on any member of the Pickering Squash Club will be fully enforced by the Club.

(f) All Club members must abide by the General Rules and Regulations of the Pickering Recreation Complex and of Squash Ontario, and Squash Canada Code of Conduct.

2. Rules

(a) The playing rules are those established by the International Squash Racquets Association.



**Pickering Squash Club  
Inter-Club Play Guidelines**

1) Introduction

The City of Pickering and the Pickering Squash Club support Inter-Club league play for teams of interested squash players, administered by the Pickering Squash Club, representing the City of Pickering and the Pickering Squash Club.

2) Member Eligibility

An Inter - Club team player must be a member in good standing of the Pickering Recreation Complex with a Full Time Adult Squash Membership (Juniors included), and must also be a current, paid-up member (Juniors included) of the Pickering Squash Club prior to playing his or her first scheduled match. These requirements are to be strictly enforced by the team Captains and by the Directors of Play. Individuals found playing Inter – Club matches without complying with the above membership requirements may be suspended by the Squash Club Executive from further participation in Inter – Club play for a period of time up to the entire season.

Special Note: For any Junior member playing Inter-Club Squash, participation, transportation to and from matches as well as after game activities and associated costs shall be the sole accountability of his or her parent or guardian.

3) Team Determination and Ranking

In accordance with the Squash Club Mission Statement, all Club members have equal opportunity to participate on Inter-Club play teams, and the Squash Club encourages maximum participation of its members at the competitive level of play that is appropriate for each individual or pair (doubles). Any Squash Club member has the opportunity to challenge for a position on any one of the organized teams dependent on league restrictions.

As may be appropriate from time to time to ensure that as many interested members as possible have an opportunity to play, the Club Executive may, at its discretion, restrict Club members from participating as permanent members of more than one Inter – Club play team at a time. In any case, team members are allowed to play as substitutes on other teams as required and in accordance with the appropriate league rules.

At least Eight (8) weeks prior to the first game of the Inter-Club schedule, the Directors of Play will post sign up sheets for the teams entered that season. At that time Squash Club members interested in playing with a team can choose

which team they would like to try out for by adding their name to the posted sheet.

The Director of Play, in consultation with those who have signed up for each of the teams, will appoint a team Captain for each team from those who have signed up. The appointment of team Captains is to be concluded at least two weeks prior to the first Inter-Club match.

Two (2) weeks prior to the first Inter-Club match, the Director of play shall post a list of those persons that have signed up for each team identifying the team Captain and the ranking for each team member based on:

- A) Past position on the previous season's team
- B) Past position played in House League, and if no ranking is available;
- C) Alphabetical order.

In the two weeks prior to the first game of the season it is the responsibility of the Captain and those listed to establish their ranking on the team through an open challenge process.

On the Sunday (6:00 PM) before the first match the team Captain will post the player rankings for the first week's match based on the results of the open challenges. The Director of Play will confirm with the team Captain. It is the responsibility of the team Captain to inform the players.

3a) Challenges onto a Team

- a) Any full time Adult Complex squash member who is a paid up Squash Club member is eligible to challenge for a playing position on one of the Inter-Club teams by the following rules.

In the case of Doubles, any full time Adult Complex squash pair who are paid up Squash Club members are eligible to challenge for a position on one of the Inter-Club teams by the following rules

- b) New players to a team not currently ranked on that team may challenge any player on the team regardless of their ranked position. The challenger, if successful in winning this match, will replace that player on the team and assume that player's ranked position. In this situation, the player losing the match will fall to the bottom of the team ranking, and may challenge for position within the team, as outlined below, to improve his or her position on the team.

**In the case of doubles teams, the challenger pair are eligible to challenge the lowest ranking pair on the team. If successful in winning the match, the**

challenger pair will replace that pair on the team ranking and assume that pair's position. In this situation the pair losing the match will lose their ranking and may challenge for a position within the team.

Within the last 6 weeks of the season it will be at the Captain's discretion to allow challenges from new prospective team hopefuls due to the eligibility requirements of the Inter-Club League for playoff participation.

3b) Challenges within a Team

- a) Any team member currently ranked on a team may challenge any other higher ranked team member at any time in order to improve his / her ranking on the team. Should the challenger win the match the two players will switch positions without affecting the position ranking of any of the other team members
- b) Similarly, any pairing (doubles) currently ranked on a team may challenge the next higher ranked pairing to improve their ranking on the team. Should the challenging pair win the match, the two pairs will switch positions on the team, without affecting the position ranking of any of the other team pairs

A challenge match will be considered as won or lost as per the Squash Club House League rules.

Challenges for a team position will be regarded as any match played by the two team members, or two doubles pairs. The Challenger, or challenger pair, will be responsible to book the court time as agreed by the two players, or doubles pairs. In the event of a problem or issue in obtaining a challenge, the players should seek the assistance of the team Captain and if required, the Director of Play.

Challenges must be played within 10 days or else defaulted. Players, if challenged, are expected to field at least one challenge per week with priority given to "off team" challengers. Once a challenge is accepted and played, those two players will not be eligible to re-challenge for that spot for one month. This is meant to curtail back-to-back challenges, thereby blocking other players (or doubles pairs) from challenging for that spot. In the event of a problem or issue in obtaining a challenge, the players should seek the assistance of the team Captain and if required, the Director of Play.

With any challenge match, it is the winning player's responsibility to inform the team Captain if the match results in changes to the team ranking by no later than

6pm of the following Sunday, or by 6pm that day if the match was played on a Sunday.

4) Team Operation

In terms of deciding which team members will play in specific matches throughout the season, Inter – Club teams may operate under one of two basic methods:

- a) Scheduled Rotation
- b) Traditional Ranking

Given the objective of the Squash Club to maximize the opportunity for and to encourage the participation of as many of its members as possible in Inter – Club play, it is the preference of the Club for its teams to operate under the discretion of the team Captain with input from the players. It is acknowledged however that either method requires a greater degree of coordination, cooperation and flexibility amongst the members of a team.

Under the leadership of the team Captain, each Inter – Club team will choose to operate under one of these two methods at the beginning of the season on a consensus basis. If a team has difficulty in reaching a consensus, the team captain will seek the assistance of the Director of Play. If a clear consensus can still not be reached, then, under the direction of the Director of Play, the method of team operation will default to the Traditional Ranking method.

Further, should a team operating under the Scheduled Rotation method experience difficulties, issues or disagreements within the team regarding the application of this method, the team Captain will attempt to resolve the situation with the team members. If the team Captain is unable to resolve the situation, he / she will seek the assistance of the Director of Play. After attempting to resolve the situation, should the Director of Play determine that the situation cannot be resolved, he / she will direct the team to default to the Traditional Ranking method of operation.

4a) Scheduled Rotation

The general guidelines for this method of team operation are as follows:

- a) The objective of the Scheduled Rotation approach is to give each member of the team, or doubles pairing, including those not ranked in the top 5 positions (or top three doubles positions), an opportunity to compete in a number of matches over the course of the season.

**Appendix "C"**

- b) To accomplish this, at the beginning of each half of the season, the team Captain, in consultation with the team members, will draw up a schedule indicating which team members will be playing in each of the scheduled matches. In doing this, the Captain, to the extent reasonably practical, should attempt to accommodate schedule restrictions identified by the team members. The team Captain should attempt to develop a schedule which fields a reasonably balanced team for each match, and which, within reason, generally provides an equal number of matches for each team member.
- c) It is generally expected that this method of operation can be applied for up to eight team members (singles play), and up to six doubles pairs. Should more than eight singles players have signed up for or challenged onto the team, then the Schedule should be drawn up for at least 8 players. In this case, the top 8 players will participate in the Scheduled Rotation, and the remaining team members may challenge into the rotation through the challenge process covered in Section 4. Similarly, should more than 6 doubles pairs have signed up or challenged on to the team, then the schedule should be drawn up for at least 6 pairs. In this case the, top 6 pairs will participate in the Scheduled Rotation, and the remaining pairs may challenge into the rotation through the challenge process covered in Section 4.
- d) At the discretion of the team, and on a consensus basis, the Scheduled Rotation may be drawn up to accommodate more than 8 (singles) players or 6 doubles pairs.
- e) Should a team member be unable to play a scheduled match, he / she must notify the team Captain who will be responsible to arrange for a substitute from the team players not scheduled to play. In doing this, the team Captain should attempt to balance providing an equal number of matches to each team member with the fielding of a competitive team. If no other team members are available to play, the team Captain will arrange a substitute from the Squash Club membership.
- f) It is acknowledged that towards the end of the season in the event of a tight "race" to make the playoffs, the team Captain may at their discretion, in arranging for necessary substitutes as covered in 5e) above, give higher priority to fielding a strong team.
- g) With this method of operation, qualifying a sufficient number of players for playoff participation should not be a problem
- h) For participation in playoff matches, refer to Section 6 below.

**4b) Traditional Ranking**

- a) The objective of the Traditional Ranking method is to field the best and most competitive team for each scheduled Inter – Club match.
- b) Positions for the following week’s league match will be set at 6:00 PM on the Sunday before the match by the team Captain using the top 5 ranked singles players on the team at that time, or top 3 doubles pairings.
- c) In the event that a team member is unable to play a scheduled match, he / she must inform the team Captain who will be responsible to arrange for a substitute. In arranging the substitute, the team Captain will select the next highest ranked team member who is available to play. If no other team members are available to play, the team Captain will arrange a substitute from the Squash Club membership.
- d) If a player (position 1 to 5) does not play three consecutive league matches as scheduled, he/she will be moved to position 6, position 6 will move to position 5, and the other team members will be moved up accordingly.
- e) It is the responsibility of the team Captain, with the cooperation of the team members, to ensure the top substitutes have played enough matches to qualify for playoffs if required. It is advised that teams qualify at least 6 active playing members (singles) and 4 active doubles pairs for playoff participation.
- f) For participation in playoff matches, refer to Section 5 below

With either team operation method, if a player does not play a scheduled Inter-Club match without informing the team Captain, he / she will be moved to the bottom of the team roster. In the case of a doubles pairing, the pair will be moved to the bottom of the team roster. With the Scheduled Rotation method the team Captain will redraw the rotation schedule utilizing the remaining team members. With the Traditional Ranking approach, the next eligible player will be moved up.

It is also the team Captain's responsibility to update the Director of Play as to the operation of the team so that the Director of Play can update the Executive at their monthly meetings.

5) Post-Season Play

In the event that a Team makes the playoffs, the "team" should consist of the best players available for the positions they are dictated to play as per the Inter - Club league rules. The playing team would be represented by those players that hold ranking on the team as stated in the rules of Position Challenges.