



# Policies

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## Contents

POLICY 1: VISION AND MISSION .....	5
1.1 VISION .....	5
1.2 MISSION .....	5
POLICY 2: FINANCIAL RESPONSIBILITY .....	6
2.1 PREAMBLE .....	6
2.2 DEFINITIONS.....	6
2.3 GUARDIANSHIP OF LEGAL STATUS .....	6
2.4 BORROWING POWERS .....	6
POLICY 3: GOVERNANCE .....	7
3.1 PREAMBLE .....	7
3.2 DEFINITIONS.....	7
3.4 DIRECTORS' CODE OF CONDUCT .....	7
3.5 BOARD MEETINGS AND VOTING .....	8
POLICY 4: ENTRY IN TO THE CALGARY YOUTH SCIENCE FAIR .....	9
4.1 PREAMBLE .....	9
4.2 DEFINITIONS.....	9
4.3 GEOGRAPHIC REGION THE CYSF DRAWS FROM.....	9
4.4 SCHOOL REGISTRATION .....	10
4.5 SCHOOL QUOTA SYSTEM.....	10
4.6 INDEPENDENT ENTRY IN TO THE CYSF .....	10
4.7 ENTRY IN TO THE CYSF FROM OUTSIDE THE GEOGRAPHICAL REGION OF CYSF ...	10
4.8 ACCEPTANCE OF CYSFS PRIVACY POLICY.....	10
POLICY 5: AFFILIATIONS.....	12
5.1 PREAMBLE .....	12
5.2 DEFINITIONS.....	12
POLICY 6: COMMITTEES .....	13
6.1 PREAMBLE .....	13
6.2 DEFINITIONS.....	13
6.3 AUTHORITY OF COMMITTEES.....	13
6.4 COMMITTEE GROUPS .....	13
EXECUTIVE AREA .....	13
EXECUTIVE COMMITTEE .....	13
RISK MANAGEMENT COMMITTEE.....	13
SPECIAL COMMITTEES .....	14
ENTRIES AREA .....	14
ENTRIES COMMITTEE .....	14
ETHICS AND DUE CARE COMMITTEE .....	14
EVALUATIONS AREA.....	14
EVALUATIONS COMMITTEE.....	14
EVENT OPERATIONS .....	14

AWARDS AND TROPHIES COMMITTEE .....	14
FACILITIES COMMITTEE.....	15
MERCHANDISING COMMITTEE .....	15
SCIENCE LAB – ENTERTAINMENT COMMITTEE.....	15
VOLUNTEER COORDINATING.....	15
EXTERNAL AREA.....	15
COMPUTER OPERATIONS COMMITTEE.....	15
FINANCE COMMITTEE .....	15
GAMING COMMITTEE .....	15
MEDIA AND COMMUNICATIONS COMMITTEE .....	15
UNIVERSITY OF CALGARY LIAISON.....	15
POLICY 7: CODE OF CONDUCT.....	16
7.1 PREAMBLE .....	16
7.2 DEFINITIONS.....	16
7.3 BEHAVIORIAL EXPECTATIONS.....	16
POLICY 8: <b>ACADEMIC INTEGRITY</b> .....	19
8.1 PREAMBLE .....	19
8.2 DEFINITIONS.....	19
8.3 PRINCIPLES .....	19
8.4 EXPECTATIONS OF STUDENTS .....	20
8.5 EXPECTATIONS OF MENTORS.....	20
8.6 EXPECTATIONS OF JUDGING .....	20
8.7 VIOLATION OF ACADEMIC INTEGRITY.....	20
8.8 DISCIPLINARY ACTION.....	21
POLICY 9: DISCIPLINE AND APPEALS .....	22
TALE 9.1: EXAMPLES OF MINOR AND MAJOR INFRACTIONS.....	27
POLICY 10: PRIVACY .....	28
10.1 PREAMBLE .....	28
10.2 DEFINITIONS.....	28
10.3 PRIVACY STATEMENT.....	28
POLICY 11-19: VACANT AND RESERVED.....	29
POLICY 20: USE OF HUMAN PARTICIPANTS IN RESEARCH .....	30
20.1 PREAMBLE .....	30
20.2 DEFINITIONS.....	30
20.3 STATEMENT OF ETHICS REVIEW REQUIREMENTS.....	31
20.4 INFORMED CONSENT.....	32
20.5 CONFIDENTIALITY .....	33
20.6 DISPLAY .....	33
20.7 PARTICIPATION OF HUMANS IN RESEARCH – LOW RISK.....	33
20.8 HUMAN PARTICIPANTS – SIGNIFICANT RISK.....	35
POLICY 21: USE OF ANIMALS IN RESEARCH .....	44
21.1 PREAMBLE .....	44
21.2 DEFINITIONS.....	44
21.3 POLICY .....	44
POLICY 22: USE OF FIREARMS, HAZARDOUS MATERIALS AND EQUIPMENT .....	46

22.1	PREAMBLE .....	46
22.2	DEFINITIONS.....	46
22.3	LEGISLATIVE FRAMEWORK.....	47
22.4	FIREARMS .....	47
22.5	VOLATILE AND EXPLOSIVE MATERIALS .....	48
22.6	BOILERS AND PRESSURE VESSELS .....	48
22.7	PESTICIDES .....	49
	POLICY 23: RECOMBINANT DNA AND BIOTECHNOLOGICAL SAFETY .....	50
23.1	PREAMBLE .....	50
23.2	DEFINITIONS.....	50
23.3	RECOMBINANT DNA AND ANIMAL VIRUSES .....	50
23.4	BIOTECHNOLOGICAL SAFETY .....	50
	POLICY 24-29 : VACANT AND RESERVED.....	51
	POLICY 30: CWSF PARTICIPATION.....	52
30.1	PREAMBLE .....	52
30.2	DEFINITIONS.....	52
30.3	SELECTION OF DELEGATES AND ALTERNATES.....	52
30.4	SELECTION OF FINALISTS.....	53
	POLICY 31: CYSFS SERVICE AWARDS.....	54
31.1	PREAMBLE .....	54
31.2	DEFINITIONS.....	54
31.3	THE AWARDS.....	54
31.4	NOMINATION.....	54
31.5	SELECTION .....	54
31.6	RECOGNITION .....	54
32.1	PREAMBLE .....	55
32.2	DEFINITIONS.....	55
32.3	NOMINATION.....	55
32.4	SELECTION .....	55
32.5	RECOGNITION .....	55
	POLICY 33: YOUTH SCIENCE CANADA DISTINGUISHED SERVICE.....	56
	AWARD.....	56
33.1	PREAMBLE .....	56
33.2	DEFINITIONS.....	56
33.3	NOMINATION.....	56
33.4	SELECTION .....	56
33.5	RECOGNITION .....	56
	POLICY 34: CHEQUE REISSUANCE TIME LIMITS .....	57
34.1	PREAMBLE .....	57
34.2	DEFINITIONS.....	57
34.3	REIMBURSEMENT OF STALE-DATED CHEQUES .....	57
34.4	REQUEST FOR RE-ISSUE .....	57
34.5	SPECIAL REQUESTS.....	57

## **POLICY 1: VISION AND MISSION**

<b>Policy Number:</b>	1
<b>Approved By:</b>	Board
<b>Date Approved:</b>	December 2008; November 2017
<b>Date of Next Review:</b>	September 2021

### **1.1 VISION**

The Calgary Youth Science Fair Society shares the vision of Youth Science Canada and believes that Canada benefits from engaging youth in science.

### **1.2 MISSION**

The Calgary Youth Science Fair Society holds as its major purpose: The promotion of an appreciation for scientific principles and methods in the youth of Calgary by means of an annual science fair competition.

## POLICY 2: FINANCIAL RESPONSIBILITY

Policy Number:	2
Approved By:	Board
Date Approved:	September 2017
Date of Next Review:	September 2021

### 2.1 PREAMBLE

The Calgary Youth Science Fair Society (CYSFS) is a Not-for-Profit Organization incorporated under the Societies Act of Alberta. The CYSFS is a Registered Charity with the Canada Revenue Agency. The CYSFS is approved to run certain types of fundraising activities controlled by the Alberta Gaming and Liquor Commission. This policy is not meant to discourage the creation of long-term partnerships that do not create a financial liability for the CYSFS. This policy clarifies section VII.5 of the CYSFS bylaws.

### 2.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and “YSC” will mean “Youth Science Canada”. “Member” will mean any member of CYSFS who is not a Director. The Board of Directors may be referred to as the “Board” and members of the Board referred to as “Directors”.

### 2.3 GUARDIANSHIP OF LEGAL STATUS

In order to maintain the CYSFS rights to conduct business:

- 2.3.1 The Secretary and the Treasurer are jointly responsible for filing the appropriate documents in accordance with the *Alberta Societies Act* and other relevant legislation or policies that could impact the legal status of the CYSFS (e.g Alberta Registry and Canada Revenue Agency etc).
- 2.3.2 The Chair of the Gaming Committee is responsible for filing an up-to-date list of the CYSFS Executive Committee with the Alberta Gaming and Liquor Commission as changes occur, and for filing appropriate applications and documents from gaming events and for the use of gaming proceeds.

### 2.4 BORROWING POWERS

This section is intended to clarify section VII.5 in the CYSFS Bylaws.

- 2.4.1 The CYSFS shall not borrow money.
- 2.4.2 The CYSFS may become indebted or contractually bound to service providers or affiliated societies for a period of up to twelve months in the normal course of business. Such indebtedness shall not exceed the cash resources of the CYSFS.

## POLICY 3: GOVERNANCE

<b>Policy Number:</b>	3
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 2009; December 2010; November 2017
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### 3.1 PREAMBLE

The Board of Directors is a working board. Directors guide the long term planning of the Calgary Youth Science Fair Society (CYSFS) and may also chair or participate in committees throughout the year. The CYSFS currently does not have paid employees.

### 3.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and “YSC” will mean “Youth Science Canada”. “Member” will mean any member of CYSFS who is not a Director. The Board of Directors may be referred to as the “Board” and members of the Board referred to as “Directors”.

### 3.3 DIRECTORS, MEMBERS, VOLUNTEERS

All Directors, Members and Volunteers must adhere to the Code of Conduct defined in CYSFS Policy 6: Code of Conduct.

3.3.1 Directors are elected to the Board as per Bylaw IV 2.

3.3.2 Members apply to the Secretary for membership subject to approval at a Board of Directors meeting as per Bylaw II 1a. Members who have been inactive for 2 years will be struck from the register without notice.

3.3.3 Volunteers are individuals recruited for an event to assist Directors and Members in enhancing the participant experience. Expectations for volunteers are that they will act in accordance with all CYSFS Bylaws and Policy as Members, but will defer to a Director for clarification and discretionary decisions. Volunteers must be under the supervision of a Director or Member.

### 3.4 DIRECTORS' CODE OF CONDUCT

This Directors' Code of Conduct is in addition to the Code of Conduct defined in CYSFS Policy 7: Code of Conduct.

3.4.1 Directors have an obligation to be informed about CYSFS's mission and all aspects of its operations. This requires an active, concerted effort to be engaged and to be ready to make informed decisions.

3.4.2 Directors must accept the decisions made by the Board.

- 3.4.3 Directors must put the interest of CYSFS first when making decisions as a Director.
- 3.4.4 Directors must be aware that they are representing the Society when doing business as a Director. Directors must have a clear mandate from the Board in order to carry out business for the CYSFS and must abide by the bylaws and policies of the CYSFS when doing such business.

### 3.5 **BOARD MEETINGS AND VOTING**

This section is intended to clarify items implied in the CYSFS Bylaws.

- 3.5.1 Members are welcome to attend any meeting of the Board, however only Directors may vote at meetings of the Board.
- 3.5.2 Directors who cannot attend a Board meeting in person have the option, with the approval of the Officers, of participating in the meeting by means of electronic devices. When participating by electronic means, Directors will be noted in the minutes as being present and will have the right to vote and enter into discussions.
- 3.5.3 Each Director present at a Board meeting will have one vote. No proxy privileges will be granted. Each question will be decided by majority vote unless otherwise specifically provided for by the *Societies Act* of Alberta or by the CYSFS Bylaws.
- 3.5.4 No motions or items requiring votes of Directors can take place outside of Board meetings.



## POLICY 4: ENTRY IN TO THE CALGARY YOUTH SCIENCE FAIR

<b>Policy Number:</b>	4
<b>Approved By:</b>	Board
<b>Date Approved:</b>	September 2017
<b>Date of Next Review:</b>	September 2021

### 4.1 PREAMBLE

The members and directors of the CYSFS strongly believe that for a student to be successful in completing a science fair project, an adult mentor is essential to the process. For that reason, we have set up our science fair program to center on the school science fair coordinator. Among other duties, the science fair coordinator provides the necessary mentorship to their students as they progress through the processes involved in completing a science fair project. Each school year we invite schools in our geographical region to register with us and appoint a science fair coordinator. Entry in to the CYSF is one of the main responsibilities assigned to our science fair coordinators.

### 4.2 DEFINITIONS

The following definitions apply to this policy:

- 4.2.1 CYSF will mean the Calgary Youth Science Fair.
- 4.2.2 CYSFS will mean the Calgary Youth Science Fair Society.
- 4.2.3 Geographic region refers to the geographical area from which the CYSF accepts projects.
- 4.2.4 School quota refers to the number of projects that a school can enter in the CYSF each year.
- 4.2.5 Independent Entry or Independent Project refers to a project of a student who attends a school that does not participate in our Science Fair Program.
- 4.2.6 The Entries Committee is responsible for the entry process in to the CYSF and for any communication with students, schools and parents that concerns entry in to the CYSF.

### 4.3 GEOGRAPHIC REGION THE CYSF DRAWS FROM

In general terms, the CYSF allows entries from the City of Calgary and Rocky View County. Rocky View County surrounds the City of Calgary in a horseshoe-shape to the west, north and east.

- 4.3.1 Within the City of Calgary, we accept entries from the following school districts: the Calgary Board of Education and the Calgary Separate School District.
- 4.3.2 As well as the above school boards, we also accept entries from all private and charter schools within the city limits of Calgary.

4.3.3 Within Rocky View County, we accept entries from the Rocky View School District as well as any private and charter schools within Rocky View County.

#### **4.4 SCHOOL REGISTRATION**

In the fall of each year, schools described in 4.3, are invited to register for the upcoming CYSF. As part of the registration process, each school appoints a school science fair coordinator to represent their school.

#### **4.5 SCHOOL QUOTA SYSTEM**

To control the size of the CYSF, there is a quota system applied to each registered school. The quota system is based on the school's enrollment as of September 30 each year. Schools are informed of their quota when they register with the CYSF in October.

#### **4.6 INDEPENDENT ENTRY IN TO THE CYSF**

For students attending schools that have not registered their school with us or are home-schooled, independent entry in to the CYSF is allowed provided that the following conditions are met:

4.6.1 One of the student's parents must agree to act as their science fair coordinator and perform the same duties as a school science fair coordinator.

4.6.2 The student(s) does not attend a school that is registered with us. This must be verified by completing and returning the Independent Entry Form.

4.6.3 Students registered in the CYSF in a given year may not compete in any other Regional Science Fair sanctioned by Youth Science Canada in that same year.

4.6.4 A maximum of two students attending the same school can register for independent entry in a given year.

#### **4.7 ENTRY IN TO THE CYSF FROM OUTSIDE THE GEOGRAPHICAL REGION OF CYSF**

The CYSF reserves the right to consider the entry of students that do not live within the CYSF's geographical region. The Entries Committee will make this decision after reviewing the individual circumstances involved in the request for entry in to the CYSF. Permission is only granted when there are extenuating circumstances. Students may not apply to be registered in the CYSF in a given year if they are registered or plan to register in any other Regional Science Fair sanctioned by Youth Science Canada in that same year.

#### **4.8 ACCEPTANCE OF CYSFS PRIVACY POLICY**

Students who do not consent to the use of information and images as outlined in the CYSFS Privacy Policy (Policy 10) are not eligible to participate in the CYSF.



## POLICY 5: AFFILIATIONS

<b>Policy Number:</b>	5
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 2009; December 2010; February 2012; September 2017
<b>Date of Next Review:</b>	September 2021

### 5.1 PREAMBLE

Long term relationships with other organizations with aligned goals strengthen and provide a strong platform for the continuous improvement of the Calgary Youth Science Fair.

### 5.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, “YSC” will mean “Youth Science Canada”, and “UCalgary” will mean “University of Calgary”.

### 5.3 YOUTH SCIENCE CANADA

The CYSFS is an affiliated region of YSC known as “Calgary Youth”. CYSFS shares the Vision of YSC (Policy 2.1). Affiliation with YSC confers numerous benefits on the CYSFS with respect to education and growth of the CYSF. Affiliation with YSC allows students from CYSF to compete in the annual Canada-Wide Science Fair organized by YSC. The affiliation will renewed annually. As an affiliated region of YSC, CYSFS has access to inexpensive event insurance for the fair. CYSFS also sources appropriate Directors and Officers Liability insurance due to the affiliation with YSC.

### 5.4 CORPORATE PARTNERSHIPS

- 5.4.1 The CYSFS enters into partnerships on an annual or multi-year basis, without incurring financial liability as per Policy 3.4, with the goal of engaging organizations and corporations in the science fair beyond financial sponsorship.
- 5.4.2 CYSFS shall not enter into a partnership with an organization not aligned with CYSFS Vision.

## POLICY 6: COMMITTEES

<b>Policy Number:</b>	6
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 2009; February 2012; November 2017
<b>Date of Next Review:</b>	September 2021

### 6.1 PREAMBLE

Committees may be struck by the Board of Directors for any purpose. There are a number of committees that exist to manage the Calgary Youth Science Fair on an annual basis.

### 6.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “Board” will mean the Board of Directors of the CYSF, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and “YSC” will mean “Youth Science Canada”.

### 6.3 AUTHORITY OF COMMITTEES

The Board delegates to each committee the authority to conduct business within their scope defined in this policy. Each committee has the authority to bind the CYSFS within the financial limits of the budget approved in the Fall of each operating year. If a committee has doubt as to their authority they should bring a motion to the Board for approval. If time is of essence, the President should be consulted and the President has the right to make an operational decision; such commitments should not exceed \$5,000 (five thousand Canadian dollars)(under Bylaw V 4 d).

### 6.4 COMMITTEE GROUPS

The committees of the CYSFS are grouped into five major working areas: an executive area, an entries area, an evaluations area, an event operations area, and an external area. The purpose of these groupings is to help align related completed by different committees.

## EXECUTIVE AREA

### **EXECUTIVE COMMITTEE**

The Officers of the Society (Bylaws V) shall constitute the Executive Committee (President, Vice President, Secretary, Treasurer, Past President). The Executive Committee is responsible for keeping the business of CYSFS running smoothly and coordinating activities of all other committees. The Executive Committee does not sit above the Board of Directors, but is a committee within the Board.

### **RISK MANAGEMENT COMMITTEE**

The Risk Management Committee will support the executive committee and all other CYSFS committees in identifying potential elements of risk and in developing processes to mitigate such risks.

## **SPECIAL COMMITTEES**

Special Committees may be established from time to time by the Board of Directors as needs arise. The mandate and duration of Special Committees will be determined by the Board.

## **ENTRIES AREA**

### **ENTRIES COMMITTEE**

The Entries Committee is the main contact for schools, science fair coordinators, parents, students and the general public. This committee is responsible for: soliciting schools to participate in the fair; organizing and carrying out the school registration process for school coordinators and coordinators of independent projects; organizing and carrying out the online Student/Project registration process; planning, organizing and supervising the Registration and Set-up Day at the fair; data entry of the judges marks; organizing and supervising the handing out of medals at the fair; maintaining and updating the appropriate areas of the CYSF website.

### **ETHICS AND DUE CARE COMMITTEE**

The Ethics and Due Care Committee will ensure that the highest standards for safety and the ethical treatment of animals and humans are met and maintained throughout the fair. Safety, Human Subjects, Ethics and Animal Care rules and regulations will be specific and provided to students, teachers and parents prior to the commencement of any project.

## **EVALUATIONS AREA**

### **EVALUATIONS COMMITTEE**

The Evaluations Committee is responsible for all aspects of judging of projects and project feedback for students. The Evaluations Committee will provide a complete list of all award winners and their award(s) to other committees when appropriate. Evaluations Committee Chairperson will be responsible for all evaluations, and will have the final say in all decisions regarding evaluations after consulting with the committee, and the President when appropriate. The Evaluations Chairperson should have previous experience as either the Medal Round Evaluations Chairperson, or the Award Round Evaluations Chairperson. Medal Round Evaluations Chairperson will be responsible for all evaluations of student projects in the Medal Round of judging. Award Round Evaluations Chairperson will be responsible for all evaluations during the Award Round (second round) judging of student projects. Every effort will be made by the Evaluations Committee to ensure that projects presented in French will be evaluated in French. Students should understand that they may be requested to present their material and answer questions in English if the committee is unable to recruit sufficient qualified judges who are also fluent in French. The Evaluations Committee will ensure that every project that registered in French will be evaluated by at least one judge who is able to read the project materials in French, and interact with the students in French.

## **EVENT OPERATIONS**

### **AWARDS AND TROPHIES COMMITTEE**

The Awards Committee will manage all aspects of fundraising for, organizing and presenting awards based on the results provided by the Evaluations Committee. This includes organizing the Awards Ceremony. Photographs to be displayed during the awards Ceremony are the responsibility of this committee in cooperation with the computer ops committee. This Committee will manage all physical awards presented year after year, ensuring that they are kept in good physical condition and that the

person responsible for each is known throughout the year. Fundraising and award sponsorship should be coordinated with the Finance Committee.

#### **FACILITIES COMMITTEE**

The Facilities committee will work with representatives from the host facility before and during the fair to ensure facilities, supplies and human resources are coordinated for a smooth-running fair.

#### **MERCHANDISING COMMITTEE**

The Merchandising committee will work with all committees to provide accurate and timely information at an Information Booth at the fair. The committee will work with suppliers to design memorabilia that can be sold to participants and the public as a means of fundraising for the society.

#### **SCIENCE LAB – ENTERTAINMENT COMMITTEE**

The Entertainment Committee will organize and manage groups who provide fun, informative and interactive centres (tables) for the science fair participants during their breaks during Award Round judging.

#### **VOLUNTEER COORDINATING**

The Volunteer Coordinating will work with Facilities, Merchandising and Entertainment and other committees to provide appropriate support and supervision by volunteers throughout the fair.

#### **EXTERNAL AREA**

##### **COMPUTER OPERATIONS COMMITTEE**

The Computer Operations Committee will provide hardware and software support to the Entries, Evaluations, Awards, and Media and Communications Committees.

##### **FINANCE COMMITTEE**

The Finance Committee will solicit financial support to fund the operations of the Calgary Youth Science Fair on a sustainable basis. This may involve development of long term relationships with sponsors, and other fundraising activities. The finance committee will work with the awards committee for awards fundraising as appropriate.

##### **GAMING COMMITTEE**

The Gaming Committee is responsible for organization of fundraising through the Alberta Gaming and Liquor Commission (Raffles, Bingos, Casinos).

##### **MEDIA AND COMMUNICATIONS COMMITTEE**

The Media and Communications Committee will maximize media coverage of the fair and communication to the public.

##### **UNIVERSITY OF CALGARY LIAISON**

The University of Calgary Liaison Committee is responsible for maximizing the value received by the University of Calgary within the partnership. The University of Calgary – CYSF Steering Committee meets 3 times per year to coordinate initiatives. Additional duties include coordinating Parking and Traffic related issues with the University of Calgary.

## POLICY 7: CODE OF CONDUCT

<b>Policy Number:</b>	7
<b>Approved By:</b>	Board
<b>Date Approved:</b>	December 2008; February 2012; November 2017
<b>Date of Next Review:</b>	September 2021

### 7.1 PREAMBLE

Membership and participation in the activities of the Calgary Youth Science Fair Society offer many benefits and privileges. In addition to receiving these benefits and privileges, members and participants are expected to fulfill certain responsibilities and obligations, including compliance with this Code of Conduct. This policies does not apply to CWSF chaperones, instead chaperones will be expected to abide by the CWSF code of conduct policy or its successor policy. Paramedics and other professions governed by a professional code of conduct are also exempt from this policy as long as they are acting as a member of that profession. For example a CYSF judge who is also a doctor must abide by this policy.

### 7.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and “YSC” will mean “Youth Science Canada”. An CYSFS ‘event’ is any gathering of individuals on the day of the fair or any other day for the purposes of discussing, planning, implementing or executing the CYSF.

### 7.3 BEHAVIORIAL EXPECTATIONS

- 7.3.1 CYSFS will provide an environment in which all individuals are treated with respect. Furthermore, CYSFS supports equal opportunity and prohibits discriminatory practices.
- 7.3.2 Members of CYSFS and participants in CYSFS’s programs and activities will conduct themselves in a manner consistent with this Code of Conduct. Conduct that violates this code may be subject to sanctions pursuant to CYSFS’s Policy 9: Discipline.
- 7.3.3 All persons involved in CYSFS events will:
- 7.3.3.1 maintain the dignity and self-esteem of members and participants in CYSFS events;
  - 7.3.3.2 demonstrate respect for individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, personally held beliefs, disability or economic status;
  - 7.3.3.3 direct comments or criticism appropriately and avoid public criticism of, but not limited to, students, judges, volunteers, guests and members of CYSFS;



- 7.3.3.4 demonstrate ethical conduct and practices;
  - 7.3.3.5 abstain from the use of tobacco, alcohol, and non-medical drugs except as specified in Policy 7.3.4;
  - 7.3.3.6 refrain from any behaviour that constitutes harassment, where harassment is defined as comments or conduct directed towards an individual or group that are or could reasonably be perceived to be offensive, abusive, racist, sexist, degrading or malicious;
  - 7.3.3.7 refrain from any behaviour that constitutes sexual harassment, defined as inappropriate or unwelcome sexual advances or inappropriate or unwelcome conduct of a sexual nature;
  - 7.3.3.8 refrain from accessing inappropriate online materials, or violating the computer, network, or online account security of others; and
  - 7.3.3.9 comply at all times with the bylaws and policies of CYSFS and CYSFS events, as adopted and amended from time to time, including complying with any contracts or agreements executed with YSC.
- 7.3.4 All adults involved in CYSFS events will:
- 7.3.4.1 abstain from the use of alcohol and tobacco where minors are present; and
  - 7.3.4.2 ensure the consumption of alcoholic beverages is in social situations where minors are not present and that the consumption is moderate.
- 7.3.5 Members, volunteers, judges and chaperones at CYSFS events will:
- 7.3.5.1 ensure a safe environment at these CYSFS events by selecting activities and establishing controls that are suitable for the age, experience and background of the students in their charge;
  - 7.3.5.2 ensure that expectations for students' behaviour and conduct are made clear to the students in their charge;
  - 7.3.5.3 provide supervision for the students in their charge in a manner that fulfills what a judicious parent would expect (in loco parentis);
  - 7.3.5.4 provide supervision and/or assistance to other students at CYSFS events when the need arises or if help is requested by a student but always in the company of a second adult;
  - 7.3.5.5 communicate and cooperate with the parents/guardians of students and ensure that parents/guardians are aware of the expectations for their children at the CYSFS event (i.e., CWSF, ISEF, etc.) and the range of consequences for misbehaviour by a student; and
  - 7.3.5.6 understand the consequences of serious misbehaviour as described in CYSFS Policy 9: Discipline.
  - 7.3.5.7 Will ensure that they are not alone with a minor in a private area;

7.3.6 All students involved in CYSFS events will:

7.3.6.1 support and cooperate with all others;

7.3.6.2 be punctual at all CYSFS activities and events;

7.3.6.3 attend their displays as required by CYSFS during the period that the CYSF or other CYSFS event is open to the public;

7.3.6.4 understand the consequences of serious misbehaviour as described in CYSFS Policy 9: Discipline; and

7.3.6.5 comply with the principles of academic integrity, as described in CYSFS Policy 8: Academic Integrity.

7.3.7 Students will not:

7.3.7.1 visit any areas declared off limits;

7.3.7.2 engage in any activity that will bring the CYSFS into disrepute; and

7.3.7.3 buy, possess, consume or distribute alcohol or illegal substances and materials (including drugs) at CYSFS sponsored events.

7.3.8 All Judges involved in CYSFS events will:

7.3.8.1 be fair and objective;

7.3.8.2 avoid situations in which an actual or perceived conflict of interest may arise;

7.3.8.3 make independent judgements.

## POLICY 8: ACADEMIC INTEGRITY

<b>Policy Number:</b>	8
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 2009; November 2010; November 2017; December 2023
<b>Date of Next Review:</b>	September 2024

### 8.1 PREAMBLE

The science fair project should be the student's work, and he/she should acknowledge all assistance received from conception to completion. In general, the older the student, the more rigorously this policy will be applied.

### 8.2 DEFINITIONS

In this policy "CYSFS" will mean "Calgary Youth Science Fair Society", "CYSF" will mean "Calgary Youth Science Fair", "student" will refer to any young person who has been chosen to participate in a CYSFS event as a Science Fair competitor, and "mentor" will refer to any person—scientist, teacher, parent or other student—providing guidance and advice to a student with regard to a Science Fair project.

### 8.3 PRINCIPLES

- 8.3.1** Calgary Youth Science Fair Society affirms that the pursuit of truth is grounded in certain core values, including diligence, civility and honesty. Two of the most important traditions in the scientific community are those of integrity and honesty. Scientists build on the works of others, and must be able to trust the results published in the literature. Scientists in serious breach of this code are not given another chance, and so are required to pursue a different endeavour.
- 8.3.2** Students want to work in communities where competition is fair, integrity is respected, and cheating is not allowed. Students have significant responsibility to help protect and promote the highest standards of academic integrity.
- 8.3.3** All student participants in CYSFS events deserve individual attention and consideration. Students are expected to respect the best values of their teachers, mentors and parents, including a commitment to academic integrity.
- 8.3.4** A commitment to academic integrity is reinforced by high academic standards. Most students will thrive in an atmosphere where their work is seen as challenging, and its results are celebrated.
- 8.3.5** The motive for introducing science projects to young people is to help encourage responsible future scientists. The behaviour of adult mentors should model the honesty and integrity expected of scientists in our world. (Massachusetts State Science Fair 2006)

## 8.4 EXPECTATIONS OF STUDENTS

Students will present work that is the result of their own efforts. All assistance received from others, including mentors **and generative artificial intelligence assisted technologies**, will be acknowledged. All written material that draws on the work of others will be accompanied by appropriate references. Students will also provide a copy of section 8.5 to their mentors for reference.

## 8.5 EXPECTATIONS OF MENTORS

Mentors may work with students at school, in a lab, at home or anywhere project work takes place. Mentors have a responsibility to ensure that the project remains the work of the student. The mentor's role is to help students acquire background information, teach the techniques required to test the purpose or hypothesis and above all to look out for the safety of young scientists.

The mentor is encouraged to discuss potential topics with the students. The mentor should not suggest or assign a specific topic to the student (the idea must come from the student), take data for the student (unless the student is willing to give credit to the data taker and does not claim the data as his/her own) or analyze the data for the student. These actions remove the opportunity for students to learn from doing these activities on their own, and devalue student science project work in general. (Massachusetts State Science Fair 2006)

## 8.6 EXPECTATIONS OF JUDGING

Students expect their academic work to be fairly and fully assessed. CYSFS will ensure that judging at the Calgary Youth Science Fair is of the highest standard.

## 8.7 VIOLATION OF ACADEMIC INTEGRITY

At a science fair, including the CYSF, the following are examples of academic integrity violations that are grounds for disqualification:

- 8.7.1 plagiarism — presenting the work of others as your own, without acknowledging the source. Scientific work includes scientific results, conceptual development of a topic, or substantive formulation or reformulation of a problem. This includes work done by a family member or a mentor, and **the usage of text, images and/or other media developed via generative model-based artificial intelligence**;
- 8.7.2 fabricating or falsifying data;
- 8.7.3 forging signatures;
- 8.7.4 fabricating or falsifying registration information;
- 8.7.5 entering a project that is derived from a previous CYSF project (continuation or revision of a project undertaken in a preceding year by the student or by another) without documenting the previous work.

## 8.8 DISCIPLINARY ACTION

Allegations of a violation of academic integrity will be addressed by the process outlined in Policy 9: Discipline and Appeals.

### References

Mc Cabe, D.L., Pavela, G. "Ten Principles of Academic Integrity"  
<http://www.collegepubs.com/ref/10PrinAcalInteg.shtml>

Massachusetts State Science Fair (2006) <http://www.scifair.com/>  
Accessed: 5 December 2005

International Committee of Medical Journal Editors (2023).  
"Recommendations for the Conduct, Reporting, Editing and  
Publication of Scholarly Work in Medical Journals".  
<https://www.icmje.org/icmje-recommendations.pdf>

## POLICY 9: DISCIPLINE AND APPEALS

<b>Policy Number:</b>	9
<b>Approved By:</b>	Board
<b>Date Approved:</b>	December 2008; December 2010; November 2017
<b>Date of Next Review:</b>	September 2021

### 9.1 PREAMBLE

Participants in Calgary Youth Science Fair Society (“CYSFS”) activities are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct (Policy #6) of the rules for Academic Integrity (Policy #7). This policy outlines the process for reviewing and resolving potential breaches of academic integrity and the code of conduct.

### 9.2 DEFINITIONS

In this policy, "days" will mean total number of calendar days, including weekends or holidays. As well, in this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, “YSC” will mean “Youth Science Canada”, and “Code of Conduct” will refer to the Code of Conduct in CYSFS Policy 6: Code of Conduct.

### 9.3 APPLICATION OF THIS POLICY

This policy also applies to all disciplinary matters that may arise during the course of CYSFS’s business, activities and events and applies to all categories of members of CYSFS and to all individuals participating in activities with or employed by CYSFS. These include, but are not limited to, guests, judges, volunteers, staff, members of CYSFS and students.

### 9.4 DISCIPLINARY ACTION

A director, member or volunteer may take immediate, informal, corrective disciplinary action against any participant or member, in response to behaviour that constitutes a minor infraction or a major infraction that could potentially cause harm to other persons, to him/herself, to CYSF, or CYSFS (“Disciplinary Action”). Disciplinary Action that includes expulsion or suspension of anyone from a CYSFS event, the confiscation of equipment or belongings of a participant, the immediate suspension from a CYSFS event, the immediate transport home at the parent’s/guardian’s expense may only be authorized by an officer of the CYSFS. A list of examples of minor and major infractions can be found on Table 9.

### 9.5 REPORTING A POTENTIAL BREACH OR OBJECTING TO DISCIPLINARY ACTION

Any individual may report to any director a potential breach of the Code of Conduct or Rules for Academic Integrity or object to disciplinary action received in writing (the “Complaint”) within 7 days of a the incident unless the President or Vice President extends this period. The Complaint must include the name and contact information of the person(s) making the Complaint, the reasons for the Complaint, which sections of the Code of Conduct and/or

Rules for Academic Integrity are at issue and why. The Complaint should also include the desired outcome of the person making the Complaint. A failure to follow the above requirements will result in the Complaint being dismissed.

## **9.6 NOTICE OF REVIEW**

If the Complaint meets the requirements of section 9.5 the President or his or her delegate, who must be a director of the CYSFS (“Delegate”), will provide written notice to the complainant that the Complaint will be reviewed within 30 days of receiving the Complaint unless the President or delegate extend this period; or inform the appropriate parties that the Complaint is frivolous or without merit. The President or Delegate may also, on their own initiative, commence a review of potential breach of the code of conduct or rules of academic integrity without receiving a Complaint and will provide written notice to the affected parties.

## **9.7 INVESTIGATION**

Within 7 days of providing notice under section 9.6, the President or Delegate will appoint a Director of the CYSFS (the “Reviewer”) to conduct an investigation and provide recommendations to the President or Delegate within 60 days of the appointment. The Reviewer may seek and obtain any relevant evidence, oral or documentary, related to the Complaint, as determined appropriate for making recommendations to the President or Delegate. The recommendations should include a description of the Complaint, the relevant sections of the Code of Conduct and the Rules for Academic Integrity, the evidence considered, and how the evidence was considered when determining whether or not a breach occurred and the appropriate resolution, as appropriate. No oral hearing shall be held related to the Complaint. The Reviewer may not be named in the Complaint or be related or affiliated with anyone named in the Complaint beyond their association with the CYSFS. Under exceptional circumstances the President or Delegate may name a non-member of the CYSFS as the Reviewer and the CYSFS will bear any costs associated with this appointment, as appropriate.

## **9.8 CONSIDERATIONS WHEN DETERMINING A RESOLUTION**

When considering the appropriate resolutions related to the Complaint, the following should be considered:

- 9.8.1 the nature and severity of the infraction;
- 9.8.2 the extent to which others have been harmed by the infraction;
- 9.8.3 the cooperation of the individual being disciplined in the proceedings under this policy;
- 9.8.4 whether the incident is a first offence or has occurred repeatedly;
- 9.8.5 the individual's acknowledgment of responsibility,
- 9.8.6 the individual's remorse and post-infraction conduct;
- 9.8.7 the age, maturity or experience of the individual;

- 9.8.8 whether the individual retaliated, when the incident involves harassment; and
- 9.8.9 the individual's prospects for rehabilitation

## **9.9 RESOLUTION OF THE COMPLAINT**

If a breach of the Code of Conduct or the Rules of Academic Integrity has occurred the following resolutions are permitted depending on the severity of the breach:

- 9.9.1 to compel a vote of the Board of Directors under section II.4 of the Bylaws to expel a member from the CYSFS within 90 days of the date of the final decision;
- 9.9.2 to refer the matter to the appropriate law enforcement agency;
- 9.9.3 to provide a verbal or written reprimand to any party;
- 9.9.4 to provide verbal or written apology to any party;
- 9.9.5 to suspend any party from the participation in the current activity for any length of time;
- 9.9.6 to deny participation in any event associated with the CYSFS, to any party for any length of time;
- 9.9.7 to rescind any award, trophy, bursary or medal from any party and, if determined appropriate, reissue said awards, trophies, bursaries and medals to another party;
- 9.9.8 to inform parents/guardians of the Complaint and/or decision and resolutions;
- 9.9.9 to publish the decision in any appropriate format;
- 9.9.10 to provide other resolutions considered appropriate to the breach; and
- 9.9.11 any combination of the above resolutions.

## **9.10 FINAL DECISION OF THE PRESIDENT**

Within 30 days, unless the President or Delegate extends this period, of receipt of the recommendations of the Reviewer, the President or Delegate will rule to accept, reject or vary the recommendations and any way appropriate, as determined by the President or Delegate. This includes but is not limited to the determination of whether or not a breach of the code of the Code of Conduct or the Rules of Academic Integrity has occurred or if Disciplinary Action was justified and the substitution or removal or any resolutions. Depending on the nature of the Complaint the President or Delegate may choose whom they consult before making a ruling. If the Complaint involves the President the Board of Directors will vote to appoint the Delegate.

## **9.11 NOTICE OF FINAL DECISION**



The President, Delegate or other authorized representative of the CYSFS, will issue a notice of the final decision within 7 days of the vote under section 9.10 of this policy, unless the President or Delegate extends this period. This notice will include the nature of the complaint, the final decision and resolutions and any other information the President or Delegate determines is appropriate. Names may be omitted (e.g. to protect privacy and potential damage to the named party in the event the Complaint is dismissed) from the notice at the discretion of the issuing party.

### **9.12 NO APPEAL**

There is no appeal of the final decision made by the President or Delegate under section 9.11 of this policy.

### **9.13 CONFIDENTIALITY**

The President or Delegate, the Reviewer and any other party involved in the investigation will keep all activities related to the Complaint and review as confidential, unless the President or Delegate determine that it is appropriate to do otherwise.

Figure 1: Incident Report Form 1



CALGARY YOUTH SCIENCE FAIR

**INCIDENT REPORT****Form 1**

Name of Writer	Position
Location of Incident	Date & Time of Incident
This incident is a ___ minor infraction ___ major infraction	
Individuals involved in the incident	
Objective description of the incident (please be concise, accurate and non-judgmental):	
Contact information of the individuals who observed the incident:	
Disciplinary action that was taken (if applicable):	
Signature of Writer:	Date:
Signature of President of CYSF or designate:	Date:

**TALE 9.1: EXAMPLES OF MINOR AND MAJOR INFRACTIONS****EXAMPLES OF MINOR INFRACTIONS**

1. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including, but not limited to, peers, delegates, judges, guests, sponsors and the public.
2. Conduct contrary to the ideals of fair play such as angry outbursts or arguing.
3. A single incident of being late for or absent from CYSFS events and activities at which attendance is expected or required.
4. Non-compliance with the rules and regulations under which CYSFS events are conducted.

**EXAMPLES OF MAJOR INFRACTIONS**

1. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including, but not limited to, peers, delegates, judges, guests, sponsors and the public.
2. Repeated conduct contrary to the ideals of fair play such as angry outbursts or arguing.
3. Repeated incidents of being late for or absent from CYSFS events and activities at which attendance is expected or required.
4. Activities or behaviour that interfere with the organization of a CYSFS event.
5. Pranks, jokes or other activities that endanger the safety of others.
6. Deliberate disregard for the rules and regulations under which CYSFS events are conducted, whether at the local, provincial, national or international level.
7. Any conduct that results in harm to the image, credibility or reputation of CYSFS and/or its sponsors.
8. Abusive use of alcohol by adults at a CYSFS activity where abuse includes a level of consumption that impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely.
9. Defacement or destruction of private or public property.
10. Any use of alcohol by students at the CYSF.
11. Failure to meet the expectations set out for students by the CYSFS including but limited to Policy 7.3.6, 7.3.7).
12. Use of illicit drugs and narcotics at a CYSFS activity.
13. Violation of academic integrity (as described in CYSFS Policy 8: Academic Integrity).

## POLICY 10: PRIVACY

<b>Policy Number:</b>	10
<b>Approved By:</b>	Executive, Media and Communications Committee, Risk Management
<b>Date Approved:</b>	January 14, 2021
<b>Date of Next Review:</b>	September 2024

### 10.1 PREAMBLE

The Calgary Youth Science Fair Society (CYSFS) is a Not-for-Profit Organization incorporated under the Societies Act of Alberta. Privacy of information collected by CYSFS is governed by the federal Personal Information Protection and Electronic Documents Act (PIPEDA), and the Alberta Personal Information Protection Act (PIPA). The Calgary Youth Science Fair Society (CYSFS) requires reasonable use of information and images to manage and promote the Calgary Youth Science Fair (CYSF).

### 10.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, and “participant” will refer to any person who has been chosen to attend a CYSFS event as a Science Fair competitor, volunteer or judge.

### 10.3 PRIVACY STATEMENT

The following privacy statement shall be used on all websites or publications where required:

The Calgary Youth Science Fair Society (CYSFS) is committed to protecting the privacy and security of all our volunteers, donors, and participants of the Calgary Youth Science Fair (CYSF). This privacy policy explains the types of personal information the CYSFS collects and how it uses this information.

#### **What is personal information?**

Personal information means information about an identifiable individual. This includes an individual’s name, age, gender, address, contact information, and photographs or videos related to the CYSF.

#### **What personal information do we collect?**

CYSFS collects only the personal information that we need for the purpose of running and promoting the CYSF. This includes the personal information needed to:

- register students for the CYSF
- allow students to compete in the CYSF
- establish and maintain volunteer relationships
- present awards and inform award donors
- collect donations
- other functions required to organize, operate, and promote the CYSF

Please note that photographs and recorded videos will be taken of the activities, projects, and individuals present during the CYSF. Due to the public nature of the event and the venue, it is not possible to prohibit photographs of particular individuals or projects at the CYSF.

#### **Consent**

By providing the CYSFS with any of your personal information by any means, we assume your consent to the collection, use, and disclosure of your personal information as outlined in this policy. We assume your consent to continue to use and, where applicable, disclose

personal information that we have already collected, for the purpose for which the information was collected. If you do not consent to allow the CYSFS to use your information as outlined in this policy, you are not eligible to participate in the CYSF.

**How do we use and disclose personal information?**

We use and disclose client personal information only for the purpose for which the information was collected, except as authorized by law. We collect this information to facilitate administration and evaluations in the CYSF. Photographs and videos taken at the CYSF, or submitted by participants for the CYSF or to the CYSFS, will be retained for an indefinite period and used to promote, advertise, and raise awareness of the CYSF on our website and in printed materials, as determined by the CYSFS.

As a matter of policy, the CYSFS will not sell, share, or rent contact information with anyone without permission.

**How do we safeguard personal information?**

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

**Governing law**

As a non-profit which does not engage in commercial activity, the CYSFS manages your personal information in accordance with Alberta's Personal Information Protection Act (PIPA) and other applicable laws. Alberta's privacy laws supersede the federal Personal Information Protection and Electronic Documents Act (PIPEDA), although the PIPA and PIPEDA have been ruled to be substantially similar.

**Privacy policy changes**

The CYSFS reserves the right to change this policy at any time without notice, either to address new issues or to comply with new laws and regulations. We will post all changes on the CYSF website. We encourage you to visit the CYSF website regularly to stay informed and share this information with impacted stakeholders of the CYSF.

**Questions**

If you have a question or concern about any collection, use or disclosure of personal information by CYSFS, please contact us at [help@cysf.org](mailto:help@cysf.org)

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta

Suite 2460, 801 – 6 Avenue, SW

Calgary, Alberta T2P 3W2

Phone: 403-297-2728 Toll Free: 1-888-878-4044

Email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca) Website: [www.oipc.ab.ca](http://www.oipc.ab.ca)

**POLICY 11-19: VACANT AND RESERVED**

## POLICY 20: USE OF HUMAN PARTICIPANTS IN RESEARCH

<b>Policy Number:</b>	20
<b>Approved By:</b>	Evaluations Committee, Ethics and Due Care Committee
<b>Date Approved:</b>	December 2, 2010; February 2, 2012, Reviewed Only September 2017
<b>Date of Next Review:</b>	September 2021

### 20.1 PREAMBLE

20.1.1 The Calgary Youth Science Fair Society (CYSFS) has adopted the Youth Science Canada (YSC) policy with minor changes in wording to reflect CYSFS procedures.

20.1.2 Science fairs often include excellent projects involving human research participants. These projects are usually based in the social and behavioural sciences such as psychology, sociology and education, and in related health sciences such as physiology, kinesiology and nursing.

20.1.3 Human participants must be assured that they are safe, that they are treated with respect and dignity, and that the information they provide will be kept confidential. These ethical safeguards are primarily the responsibility of the science fair student researchers and their supervisors. To help them carry out these responsibilities in accordance with national standards, YSC provides a set of guidelines and a procedure for review of the ethical aspects of projects. Student researchers and their supervisors are encouraged to read these before starting to design their projects.

20.1.4 There are restrictions on the use of human participants in scientific research. YSC wants to ensure that all projects by young scientists involving the participation of humans with an element of risk are supervised, and to ensure that all appropriate safety and ethical concerns are addressed. At the same time, YSC does not want to impose a burdensome set of procedures on young scientists, their teachers or parents when the project carries minimal risk.

20.1.5 This policy has three goals:

- a) to present the information young scientists, their supervisors and Regional Science Fair Committees need in order to understand the ethical issues;
- b) to make it as easy as possible for young scientists to follow appropriate guidelines for projects that involve ethical issues;
- c) and to define clearly the rules that finalists at the Canada-Wide Science Fair must follow.

### 20.2 DEFINITIONS OF HUMAN RESEARCH, RESEARCHER, PARTICIPANT, ADULT SUPERVISOR AND SCIENTIFIC SUPERVISOR

20.2.1 In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, “YSC” will mean “Youth Science Canada”, and “CWSF” will mean Canada-Wide Science Fair.

20.2.2 “Human Research” refers to any project that involves the generation of data about

persons.

- 20.2.3 A “Student Researcher” is one who takes data or collects information or assists in research activities involving humans.
- 20.2.4 A “Participant” is a person who takes part in a project or activity and so is a source of primary data, and may bear risk as the research is being carried out.
- 20.2.5 The “Adult Supervisor”, a parent, teacher, professor or scientist, is responsible for ensuring that the student is aware of the ethical issues involved in the project and provides guidance and advice to ensure that CYSFS and YSC policies are followed. The Adult Supervisor is responsible for ensuring that the student's research is eligible for entry into the CYSF and CWSF and related or other events sponsored by CYSFS and YSC. Every project involving the participation of humans or the use of animals requires an Adult Supervisor.
- 20.2.6 The “Scientific Supervisor”, who will usually have an advanced degree, must be involved in a project when there is significant risk. Such project often takes place in a university, institutional or industrial setting The Scientific Supervisor is responsible for ensuring that (a) all provincial and federal laws governing safety, handling of materials, and procedures are followed; (b) that all applicable policies concerning research ethics and the participation of humans are known to the student and adult supervisor and are followed. The Scientific Supervisor may be the Adult Supervisor.

### **20.3 STATEMENT OF ETHICS REVIEW REQUIREMENTS**

- 20.3.1 Youth Science Canada requires that all research involving human participants entered in the Canada-Wide Science Fair, or a YSC-affiliated Regional Science Fair (such as CYSF), satisfies their ethics and safety rules. This ensures that the safety and welfare of the participants, as well as the researchers, are considered and protected.
- 20.3.2 This policy applies to all projects involving human participation. Simple surveys of attitudes and beliefs or skill tests are considered low risk projects. All other projects are considered significant risk projects.
- 20.3.3 For complex or high risk projects, often carried out in a university or research institute setting, the ethics review process should involve the student's Scientific Supervisor, often a member of a bona fide research institution or hospital practiced in the ethics of human research, and a member of the Ethics Committee of the Regional Science Fair (i.e CYSFS's Ethics and Due Care Committee). This will provide the student researcher with an appreciation of the requirements and safeguards existing in law regarding experimentation involving humans. Universities have their own Ethics Committees, often called Scientific Review Boards (SRB), which also must approve the project. University rules may be more stringent than the rules given here, and must be followed. Projects may also be referred to YSC's Ethics Committee. Students and their supervisors involved in complex or high risk projects must follow the process described in Section 20.8 (Significant Risk).
- 20.3.4 Prior to beginning any research involving humans, Ethics and Due Care Form 2A must be submitted to the CYSFS Ethics and Due Care Committee. Additionally, Use of Human Participants Significant Risk— Approval Form 2B must be submitted to the CYSFS Ethics and Due Care Committee for any significant risk project involving the use of human participants (see 20.3.2 for definition of “significant risk”). Final decision regarding assignment of level of risk rests with the Ethics and Due Care Committee.

## 20.4 INFORMED CONSENT

- 20.4.1 Participants must give informed consent before taking part in any science fair project (they must sign Informed Consent form 2C). The project and their participation in it must be explained to children in words they will understand. It must also be explained to children that they do not have to participate unless they want to, even if their parents have approved. Agreement to participate (assent) must be documented for each participant. Children over 9 years of age can be invited to indicate their assent by co-signing the same form their parent signed. Younger children can provide assent orally but the researcher must document it.
- 20.4.2 If the participant is under the Age of Majority (18 in Alberta), then the parent or guardian must also sign the Informed Consent Form (CYSF Form 2C).
- 20.4.3 Details that must appear in the Informed Consent form (2C) to ensure the participants have been properly informed and have given free consent, without pressure to participate, include:
- a) names(s) of investigator(s), school, project title, Adult Supervisor, his/her email address and telephone number;
  - b) purpose of the research;
  - c) description of benefits from participating;
  - d) description of risks from participating;
  - e) details of time commitment required;
  - f) a statement that no remuneration or reward will be paid. It is the policy of Youth Science Canada that incentives not be offered for participation in projects displayed at either Regional Science Fairs or the Canada-Wide Science Fair;
  - g) plans to ensure the confidentiality of data;
  - h) a clear statement that the participant has the right to withdraw at any time for any reason without consequences of any kind;
  - i) the procedure for a participant to communicate a decision to withdraw from the study;
  - j) a statement that the project has been reviewed and received ethics approval, as well as the authority who provided that approval;
  - k) the procedure in which the results of the research will be communicated to the participant; and
  - l) any other issues which need to be included, as specified by YSC, CYSFS, or any other reviewing body. A sample of Informed Consent Form 2C is available at [www.CYSF.org](http://www.CYSF.org).
- 20.4.4 For low risk surveys only, consent may be assumed by the completion of the survey; however, a detailed explanatory letter (Letter of Information) should accompany the survey, and provide identical information as listed above. It is possible for surveys to



fall into the significant risk category in which case Use of Human Participants Significant Risk—Approval Form 2B (page 47) and Informed Consent Form 2C (page 48) are required. A final decision on assignment of level of risk rests with the Ethics and Due Care Committee.

## 20.5 CONFIDENTIALITY

- 20.5.1 The confidentiality and anonymity of all participants must be maintained. Use coded systems of references; no identifying information may be used. Also, appropriate safeguards for storage and access to data, or destruction of data, must be planned.

## 20.6 DISPLAY

- 20.6.1 The project display may include pictures of participants if prior permission has been obtained. Projects dealing with forensic science topics must preserve the anonymity of any human victims, and project displays must avoid sensational or gratuitous macabre images.

## 20.7 PARTICIPATION OF HUMANS IN RESEARCH – LOW RISK

### 20.7.1 Introduction

- a) A *Low Risk Project* involves conditions where the risks of harm are not greater or more likely than those encountered in everyday life.
- b) All other projects involving humans are to be treated as *Significant Risk Projects*, and must follow Section 20.8 Participation of Humans in Research—Significant Risk.
- c) Human participants must be assured that they are safe, that they are treated with respect and dignity, and that the information they provide will be kept confidential. These ethical safeguards are primarily the responsibility of the science fair student researchers and their supervisors.

### 20.7.2 Supervising Low Risk Projects

It is sufficient to have the adult supervisor assume responsibility for supervision of ethical as well as scientific aspects of the project, and also complete the Ethics and Due Care Form 2A and the Informed Consent Form 2C, ensuring that the essential elements of ethics review—consent, confidentiality and the right to withdraw—are considered.

### 20.7.3 Types of Low Risk Projects

- a) Surveys of Attitudes and Beliefs, Skill Tests, or Observations of Behaviour. These are generally Low Risk Projects. Be aware however that not all survey/skill testing studies are automatically low risk. For example, a project to measure the Body Mass Index of a class could cause considerable discomfort to students who perceive themselves to be overweight. Skill testing could be a difficult experience for a participant who scores well below the group average. It is the responsibility of the adult supervisor to ensure that participants are not put at risk, either physically or emotionally. Mechanisms such as discussion and debriefing should be used to minimize any remaining risk.

- b) Food and Drink Projects. Some provinces have put in place rules that govern ingestion of food by the public, and these take precedence over the rules in this section. Students doing ingestion projects must know the applicable procedures required for the safe handling of food that include:
- (i) Projects involving ingestion of food or drink, defined as consumption through eating or drinking, are considered Low Risk when they are designed only to assess the characteristics and effects of a common food, defined in part by the Food and Drugs Act (R.S.C., 1985, c. F-27) as "any article manufactured, sold or represented for use as food or drink for human beings".
  - (ii) The foods to be considered are basic or common foods that contain permitted additives not exceeding Recommended Daily Intake (RDI) guidelines normally associated with those foods.
  - (iii) Evaluation of foods in youth (under the age of 19 years) must only involve participants who are not taking prescription medications, to minimize the risk of drug-food interactions.
  - (iv) The foods to be considered are basic foods for which no health benefits are to be claimed, and contain permitted additives not exceeding recommended daily allowance guidelines (RDI) normally associated with those foods.

**PARTIAL LISTING OF ACCEPTABLE/NOT ACCEPTABLE PROJECTS:****Sports Drinks – Yes**

Sports drinks such as Gatorade or Powerade re-hydrate the body. These sports drinks also provide sugars, which the body burns to create energy and replenish electrolytes. Electrolytes maintain salt and potassium balances in the body. Sports drinks may be used in Science Fair Projects.

**Energy Drinks – No**

Health Canada has concerns about the safe use of energy drinks<sup>1</sup>. Thus Energy Drinks may **not** be used in Science Fair Projects.

**Absorption through the skin**

Projects that involve absorption through the skin must satisfy the rules for a Low Risk project and involve a risk of harm no greater than that encountered in everyday life. Thus a project comparing different ways of removing bacteria using different brands of hand sanitizer is legal. A project that involves putting benzene on the skin is not.

**Natural Herbal Products – No**

The ingestion of licensed Natural Health Products is not permitted in Science Fair Projects. These products are identified by a Health Canada Natural Product Number (NPN), Homeopathic Medicine Number (DIN-HM), or Exemption Number (EN) and are listed in the Health Canada Natural Health Product Database.

**Medications (prescription and non-prescription) – No**

All medications, even those available without a prescription, are considered drugs. Projects involving drugs are deemed to be Significant Risk projects.

**Alcohol – No**

Projects that involve the consumption of Alcohol are not permitted.

**Cannabis – No**

Projects that involve the consumption of cannabis or cannabis products are not permitted

**Exercise Testing**

All Exercise Testing beyond normal every day activities is considered Significant Risk, and must be carried out under YSC policy 4.1.1.2.

**20.8 HUMAN PARTICIPANTS – SIGNIFICANT RISK**

- 20.8.1 A *Significant Risk Project* involves conditions where the risk of harm is greater, or is potentially greater, than that encountered in everyday life. When there is doubt, projects shall be classified as Significant Risk Projects.
- 20.8.2 The Adult Supervisor, and if appropriate, the Scientific Supervisor, are responsible for ensuring the safe, ethical and legal conduct of projects dealing with human participants. Use of Human Participants Significant Risk—Approval Form 2B (page 47) must be completed and included with the project registration. Projects involving human participants that are deemed to be unethical will be disqualified. Young

scientists or their supervisors unsure about the acceptability of a proposed project should contact the Ethics and Due Care Committee who can access appropriate authorities familiar with current regulations and relevant aspects regarding scientific merit, and for guidance and suggestions in performing the work. The following instructions will provide assistance in completing the form as well as providing additional guidelines for the conduct of research involving humans.

- 20.8.3 The term “drug” is defined as any substance or mixture of substances manufactured, sold, or represented for use in: the diagnosis, treatment, mitigation or prevention of a disease, disorder, abnormal physical state, or its symptoms, in human beings or animals; the restoring, correcting, or modifying organic functions in humans beings or animals; and the disinfection in premises in which food is manufactured, prepared or kept. Drugs may be used in any experiment exhibited at a Science Fair only if carried out in a Hospital, University, Medical or other similar Laboratory under the direction of a Scientific Supervisor. The study must be approved by the appropriate Scientific Review Committee that reviews the research at the Institution, and this must be documented by a letter that forms part of the application to the School, Regional or Canada-Wide Science Fair or any event organized by, or coming under the auspices of Youth Science Canada. No other studies involving the use of Drugs on human participants, as defined above by Federal Regulations, may be exhibited at any Science Fair or similar event.
- 20.8.4 Invasive Procedures: Invasive procedures, such as taking blood samples or that involve bodily tissue or other bodily fluids, may be used in any experiment exhibited at a Science Fair only if carried out in a Hospital, University, Medical or other similar Laboratory under the direction of a Scientific Supervisor. The study must be approved by the appropriate Scientific Review Committee that reviews the research at the Institution, and this must be documented by a letter that forms part of the application to the School, Regional or Canada-Wide Science Fair, or other YSC event.
- 20.8.5 Your Research Proposal must contain the following information and be submitted with:
- a) Ethics and Due Care Form 2A
  - b) Use of Human Participants Significant Risk—Approval Form 2B
  - c) Informed Consent Form 2C
  - d) Additional information required includes:
    - (i) Student Researcher(s): The student researcher(s) who will collect the data. All students involved must be listed, even if assisting the principal investigator(s). Title of Project: The title of the project should be succinct, yet clearly describe the focus of the project;
    - (ii) The Adult Supervisor: The name, address and telephone number of the adult who will supervise and accept responsibility for ensuring that YSC and CYSFS policies are followed;
    - (iii) The Scientific Supervisor: The name, address and telephone number of the scientific supervisor responsible for ensuring that all provincial and federal laws governing safety, material, and procedures are followed;
    - (iv) The Purpose of this Project: The reason for conducting the project, a brief

outline of the literature that has shaped the project proposal and an outline of the general procedure to be used in the research;

- (v) The Participants in this Project: A description of the participants' age range, gender, numbers required and other identifying characteristics;
- (vi) The Recruitment Procedures: the source of the participants and the manner in which they will be recruited, with a copy of any covering letter. Special consideration is needed for the involvement of children or other vulnerable participants. . Studies involving students and/or teachers often require the explicit permission of Board of Education officials. Researchers are reminded of the potential for certain participant groups to experience or perceive undue pressure to volunteer as research participants, and are to minimize this perception. Members of distinct cultural groups, legally incompetent people and children are examples of special populations that require special effort to ensure that informed consent is being given. Please also note that no remuneration may be offered for participation in projects;
- (vii) The Participants' Role: A detailed description of any procedures involving human participants, in terms that can be understood by reviewers without specialized knowledge of the research area. The submission should also include a copy of all test materials and an estimate of the time required for participation in the study;
- (viii) The Exercise testing additional information: Studies involving exercise testing must include a description of all tests, a copy of the medical screening form used to determine that the potential participants are in good health, and a statement about exclusion criteria. The submission should also include a description of arrangements for supervision of the testing by a qualified health care professional. The American College of Sports Medicine Guidelines for Exercise Testing and Prescription recommends that professional medical personnel supervise certain kinds of exercise testing. Table 2.7 from the 120205 edition of this guide is reproduced on page 49. CYSF requires that these guidelines be followed;
- (ix) The Assessment of Potential Risks: A complete and clear description of all known or anticipated risks of participation, whether physiological, psychological, economic and/or social in nature, must be provided. Indicate how risk will be minimized to the extent reasonably possible. In cases of tasks involving psychological risk, indicate preparations to deal with any negative impact attributable to participation in the study;
- (x) The Potential Benefits: A description of potential benefits to the participants and/or society. (All studies must have some benefit in order to justify their conduct;
- (xi) The Informed Consent letter: A copy of the letter of Informed Consent planned to be used in the project;
- (xii) The Anonymity of the Participants and confidentiality of data. A description of how these will be ensured; (Feedback to Participants: A description of how the results of the project will be communicated to the participants, their parents and/or teachers;
- (xiii) Additional requirements for projects involving deception: If the project involves

deception of the subjects, the submission should include details about the nature of the deception and why it was needed. The submission should also include details of the plans for debriefing of the subjects. Participants in such a study must receive adequate and immediate debriefing at the end of their participation. This debriefing, provided orally and as a written handout, should explain why the deception was required, offer the opportunity to answer any questions and then seek their written consent to use all information obtained from them;

- (xiv) Additional Attachments: parent permission letters and pre-exercise medical screening forms must be included as appendices to the Application for Review of Research with Human Participants.

#### References

1. Departmental Consolidation of the Food and Drugs Act and the Food and Drug Regulations with Amendments to 2004\_10\_01. Issued by the Department of Health. Minister of Public Works and Government Services Canada.  
[http://www.hc-sc.gc.ca/fn-an/alt\\_formats/hpfb-dgpsa/pdf/legislation/e\\_a-contnt.pdf](http://www.hc-sc.gc.ca/fn-an/alt_formats/hpfb-dgpsa/pdf/legislation/e_a-contnt.pdf).

#### Acknowledgements

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Susan Sykes, Office of Human Research, University of Waterloo  
Patrick Whippey, Dep. of Physics and Astronomy, University of Western Ontario

## **FORMS APPENDED to POLICY 20**

### **ETHICS AND DUE CARE FORM 2A**

This form determines level of risk for the proposed research

### **USE OF HUMAN PARTICIPANTS SIGNIFICANT RISK—APPROVAL FORM 2B**

This form is required to ensure that all the ethical issues will be considered and that the young scientist will follow the policy.

### **INFORMED CONSENT FORM 2C**

Human participants involved in Science Fair projects must provide informed consent in writing. This is an example.

Figure 2: Ethics and Due Care Form 2A



CALGARY YOUTH SCIENCE FAIR

## ETHICS AND DUE CARE FORM

### Form 2A

This form must be filled in for *all* projects. For details on use of animals and humans in a project see [www.cysf.org](http://www.cysf.org). Your project needs to meet both our regulations and the national regulations for all safety requirements.

ONLINE ACCESS TO THIS FORM WILL BE GIVEN TO YOU BY YOUR SCHOOL COORDINATOR.

Exhibitor's Name(s)	Exhibitor 1		Exhibitor 2					
Exhibitor's Email(s)								
Phone Number(s)								
School								
School Phone Number								
Coordinator's Name			Coordinator's Email					
Exhibit Title								
Grade Level		Where will experiments take place?						
Human participants?	YES	NO	(circle one)	Animal experiment?	YES	NO	(circle one)	Animal species:
<p><i>If you circled "yes" for human participants, you must now assess the risk factor of your project. Final determination of risk will be made by CYSF. Read Determination of Project Risk at <a href="http://www.cysf.org">www.cysf.org</a>, determine if your project is "Low" or "Significant" Risk, then circle one box below.</i></p>								
Low Risk	1. Please send this form 2. Please send copy of your survey form (if applicable) 3. Please send copy of your Informed Consent Form 2C (if applicable).			Significant Risk	1. Please send this form 2. Please send Significant Risk Form 2B 3. Please send copy of your survey form (if applicable) 4. Please send copy of Informed Consent Form 2C 5. Please send copy of your Letter of Information.			
Purpose of your experiment								
Brief description of your experiment								

I hereby certify that the information given above is correct and to the best of my knowledge the above project complies with the guidelines for use of human subjects and animals supplied to me by the Society.

\_\_\_\_\_  
Signature of Coordinator

\_\_\_\_\_  
Signature of Scientific Supervisor (if applicable)

\_\_\_\_\_  
Signature of Exhibitor 1

\_\_\_\_\_  
Signature of Exhibitor 2

\_\_\_\_\_  
Signature of Parent of Exhibitor 1

\_\_\_\_\_  
Signature of Parent of Exhibitor 2

Figure 3: Use of Human Participants Significant Risk—Approval Form 2B

## PARTICIPATION OF HUMANS FORM 2B SIGNIFICANT RISK – APPROVAL



IF YOUR PROJECT IS DEEMED TO PRESENT SIGNIFICANT RISK, THIS FORM MUST BE FILLED OUT ON THE CYSF PLATFORM (ACCESS WILL BE GIVEN TO YOU BY YOUR SCHOOL COORDINATOR).

*If your project is classified as a Significant Risk, you must prepare this Research Plan. This form must be presented to the CYSF Ethics Committee who will review it to ensure that it complies with the CYSF Policy 20 and the policies of Youth Science Canada. The CYSF Ethics Committee (but not the student) may submit complex projects to the National Ethics Committee. Please read the instructions following this page. The maximum number of pages allowed is five.*

### 1. Student Researchers and Advisors

Region	CALGARY YOUTH SCIENCE FAIR			Date	
Project Title					
	First Name	Last Name	Email	Phone	Affiliation
Student 1					
Student 2					
CYSF Ethics Chair	Leslie	Sears	<a href="mailto:safety@cysf.org">safety@cysf.org</a>	403-218-1618	Regional
Adult Supervisor					
Scientific Supervisor					

2. Data Collection:	Start Date:	End Date:
---------------------	-------------	-----------


3. Location where the data will be collected:	
4. Purpose	
5. Participants	
6. Recruiting	
7. What will the Participants be asked to do?	
8. Risks	
9. What are the potential benefits?	
10. Informed Consent	
11. Anonymity	
12. Feedback to Participants	
13. Is this a continuation of a previous project?	
14. Exercise testing	



## Significant Risk Projects Instructions

1. **Student Researchers and Advisors:** List the names, contact information, and affiliation of the student researchers, the Adult Supervisor and the Scientific Supervisor.
2. **Data Collection:** Give the start and end dates of your data collection.
3. **Location:** Give the location where you will be collecting your data.
4. **Purpose:** The purpose describes the objective of the project, and briefly outlines the literature that has shaped the project proposal. The general procedure to be used in the research is outlined.
5. **Participants:** Describe the participants' age range, gender, numbers required and any other identifying characteristics.
6. **Recruiting:** How will the Participants be recruited? Give the criteria by which participants are (a) included and (b) excluded from the study. Special consideration is needed for the involvement of children or other vulnerable participants. Describe the source of the participants and the manner in which they will be recruited. Attach a copy of the Information Letter. Studies involving students and/or teachers often require the explicit permission of Board of Education officials. Researchers are reminded of the potential for certain participant groups to experience or perceive undue pressure to volunteer as research participants, and are to minimize this perception. Members of distinct cultural groups, legally incompetent people and children are examples of special populations that require special effort to ensure that informed consent is being given. No compensation may be given for participation in a science fair project.
7. **What will the Participants be asked to do?:** Describe the procedures in detail and in terms that can be understood by reviewers without specialized knowledge of the research area. Attach a copy of all test materials and indicate the time required for participation in the study. Studies involving exercise testing must include a description of all tests, a copy of the medical screening form used to determine that the potential participants are in good health, and a statement about exclusion criteria. Describe arrangements for supervision of the testing by a qualified health care professional. The American College of Sports Medicine Guidelines for Exercise Testing and Prescription recommends that professional medical personnel supervise certain kinds of exercise testing. Youth Science Canada requires that these guidelines be followed (see paragraph #14, below).
8. **Risks:** What are the potential risks? A complete and clear description of all known or anticipated risks of participation, whether physiological, psychological, economic and/or social in nature must be provided. Indicate how risk will be minimized to the extent reasonably possible. In cases of tasks involving psychological risk, indicate preparations to deal with any negative impact attributable to participation in the study.
9. **What are the Potential Benefits?:** All studies must have some benefit in order to justify their conduct. Thus, a description of known and/or potential benefits to the participants and/or society is required.
10. **Informed Consent:** How will Informed Consent be obtained? Attach a copy of a sample Letters of Information and your Informed Consent form.
11. **Anonymity:** Describe how the data will be kept secure, so that participants cannot afterwards be identified. Explain how you will present your findings at the Science Fair without revealing who participated in your research.
12. **Feedback to Participants:** Feedback of the findings to the participants, their parents and/or teachers should be part of the plan. If deception is used, provide details about the nature of the deception and why it was needed. Participants in such a study must receive adequate and immediate debriefing at the end of their participation. This debriefing, provided orally and as a written handout, should explain why the deception was required, offer the opportunity to answer any questions and then seek their written consent to use all information obtained from them.
13. **Is this a continuation of a previous Project?:** If so, give a brief summary of the previous project.
14. **Exercise Testing:** The rules for exercise testing are given here: <http://www.youthscience.ca/node/685>
15. Questions can be addressed to Leslie Sears at [safety@cysf.org](mailto:safety@cysf.org). Do not commence research until you receive approval from CYSF.

Figure 4: Informed Consent Form 2C

<b>INFORMED CONSENT FORM 2C</b>	
<b>SIGNED COPIES OF THIS FORM ARE TO BE KEPT IN YOUR LOG BOOK.</b>	
 <b>CALGARY YOUTH SCIENCE FAIR</b>	
Student Researcher (1):	Student Researcher (2):
School:	School:
School Phone:	School Phone:
Project Title:	
Science Fair Coordinator (Adult Supervisor):	
Name:	Phone:
Project Description:	
Your benefits from participating:	
Your risks from participating:	
Your time commitment:	
The confidentiality of your data:	
The results of this research will be given with all information about individual participants removed. No personal information will be stored on a computer. All information on paper that could be used to identify individuals will be shredded at the end of the research project.	
Withdrawal:	
Your participation is voluntary, and you have the right to withdraw at any time for any reason. If you wish to do so, please talk to the Science Fair Coordinator/Adult Supervisor.	
Review:	
This project has been reviewed by the Ethics Committee of the Calgary Youth Science Fair Society and has received permission to proceed.	
Feedback:	
The results of this research will be provided to you in the public presentation of the Science Fair Project.	
By signing below, you are agreeing to participate in this study.	
Name _____ (please print)	
Signature _____ Date _____	
<i>If this participant is under the age of 18, permission of a parent or guardian is also required:</i>	
I give permission for the person named above to participate in this study.	
Name _____ (please print) Phone _____	
Signature _____ Date _____	

## AMERICAN COLLEGE OF SPORTS MEDICINE GUIDELINES FOR EXERCISE TESTING

For projects by young scientists (elementary/secondary grades) and for science fairs, testing may ONLY be done on Apparently Healthy individuals. The Increased Risk and Known Disease areas are greyed-out for this reason but are included for reference.

### ACSM RECOMMENDATION FOR (A) MEDICAL EXAMINATION AND EXERCISE TESTING PRIOR TO PARTICIPATION AND (B) PHYSICIAN SUPERVISION OF EXERCISE TESTS

A. Medical examination and clinical exercise test recommended prior to:

	Apparently healthy		Increased Risk <sup>1</sup>		Known Disease <sup>2</sup>
	Younger <sup>3</sup>	Older	No Symptoms	Symptoms	
Moderate exercise <sup>4</sup>	No <sup>5</sup>	No	No	Yes	Yes
Vigorous exercise <sup>6</sup>	No	Yes <sup>7</sup>	Yes	Yes	Yes

B. Physician supervision recommended during exercise test:

	Apparently healthy		Increased Risk <sup>1</sup>		Known Disease <sup>2</sup>
	Younger <sup>3</sup>	Older	No Symptoms	Symptoms	
Submaximal testing	No <sup>5</sup>	No	No	Yes	Yes
Maximal testing	No	Yes <sup>7</sup>	Yes	Yes	Yes

<sup>1</sup> Persons with two or more risk factors (see Table 2-2) or one or more signs or symptoms (see Table 2-1).

<sup>2</sup> Persons with known cardiac, pulmonary, or metabolic disease.

<sup>3</sup> Younger implies < 40 years for men. <50 years for women.

<sup>4</sup> Moderate exercise as defined by an intensity of 40% to 60%  $VO_{2\text{ MAX}}$ ; if intensity is uncertain, moderate exercise may alternately be defined as an intensity well within the individual's current capacity, one which can be comfortably sustained for a prolonged period of time, that is, 60 minutes, which has a gradual initiation and progression, and is generally non-competitive.

<sup>5</sup> A "No" response means that an item is deemed "not necessary". The "No" response does not mean that the item should not be done.

<sup>6</sup> Vigorous exercise is defined by an exercise intensity > 60%  $VO_{2\text{ MAX}}$ ; if intensity is uncertain, moderate exercise may alternately be defined as exercise intense enough to represent a substantial cardiorespiratory challenge or if it results in fatigue within 20 minutes.

<sup>7</sup> A "Yes" response means that an item is recommended. For physician supervision, this suggests that a physician is in close proximity and readily available should there be an emergent need.

Reference: American College of Sports Medicine Guidelines for Exercise Testing and Prescription 5th Edition, Table 2.7, pg 25, (120205).

## POLICY 21: USE OF ANIMALS IN RESEARCH

<b>Policy Number:</b>	21
<b>Approved By:</b>	Board
<b>Date Approved:</b>	November 4, 2010, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### 21.1 PREAMBLE

The Calgary Youth Science Fair Society, while acknowledging that experimentation with living beings is necessary to understanding the processes of life, wishes to take all possible steps to ensure that no distress is caused to any animals simply for the sake of a Science Fair project. The Calgary Youth Science Fair Society wants all students to realize and appreciate the value of all life and avoid experiments in which animals may be harmed.

### 21.2 DEFINITIONS

For the purposes of this policy, animals range from single-celled organisms up to and including human beings. In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and “YSC” will mean “Youth Science Canada”.

### 21.3 POLICY

- 21.3.1 The CYSFS will not support any experimentation by grade five to nine students with live animals that could result in injury, distress (including emotional, psychological or physical distress) or death to the animals. Observation of the normal living patterns of animals is the recommended type of project. See item 21.3.5 below for exceptions for students in grades 10 to 12.
- 21.3.2 Any student proposing to do a project that involves the study of live animals (including humans) or the use of tissue samples, either animal or human, must request permission in advance of the work by submitting the Ethics and Due Care Form 2A to the Ethics and Due Care Committee.
- 21.3.3 Once given permission to proceed with a project involving the use of live animals, the project must be directly and continuously supervised by a Science Fair Coordinator.
- 21.3.4 Note that any study of, or experimentation with, human tissue—including hair and teeth—is prohibited regardless of the type or source of the human tissue. See item 21.3.5 below for exceptions for students in grades 10 to 12. Exceptions for students in grades 10 to 12 are as follows: (a) any proposed experimentation must be submitted to the Ethics and Due Care Committee prior to commencement of the research. The Committee may reject the proposal on the grounds of unnecessary stress

to animal and human subjects, unnecessary exposure to risk for the student, or lack of a proper mentor; (b) once approved by the Committee, the research must be done under the direct supervision of qualified professionals in an accredited laboratory that meets Federal Safety Standards; and (c) students chosen to attend the CWSF are obligated to make themselves aware of the regulations in place for the use of animals at the Canada- Wide Science Fair.

## **POLICY 22: USE OF FIREARMS, HAZARDOUS MATERIALS AND EQUIPMENT**

<b>Policy Number:</b>	22
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 5, 2009, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### **22.1 PREAMBLE**

- 22.1.1 The CYSFS has adopted the Youth Science Canada (YSC) policy with minor changes in wording to reflect CYSFS procedures.
- 22.1.2 YSC and CYSFS allow students to conduct research involving hazardous materials, equipment and firearms as long as they adhere to federal and provincial/territorial regulations and guidelines that are designed to protect the safety of the researchers.
- 22.1.3 Any experimental design involving firearms, and/or hazardous devices, must be approved by the CYSFS Ethics and Due Care Committee or Youth Science Canada National Ethics Committee to ensure compliance with regulations and restrictions. If necessary, CYSFS will refer the project to the authorities cognizant of current regulations.
- 22.1.4 Use of hazardous equipment, dangerous goods, explosives and firearms requires proper supervision by an Adult Supervisor. The Adult Supervisor must be directly responsible for overseeing student experimentation and must provide proof to the CYSFS Ethics and Due Care Committee of his/her licensing and expertise in the use of a firearm, volatile substance or device, and/or explosives BEFORE the project commences.
- 22.1.5 When considering a project that involves the use of firearms, ammunition, dangerous goods or explosives, it is strongly suggested that students and Adult Supervisors make contact with one or more of the following agencies/government ministries: RCMP, Provincial Police, Municipal Police, Federal and Provincial Justice Ministries, Provincial Ministries responsible for hunting and fishing regulations, Municipal offices regarding the use of firearms within their jurisdiction, National and Provincial hunting organizations, Natural Resources Canada.

### **22.2 DEFINITIONS**

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, “YSC” will mean “Youth Science Canada”, the “Board” will mean the “Board of Directors of the CYSFS”, “Director” or “Directors” will refer to members of the Board, and “CWSF” will mean the “Canada-Wide Science Fair”. “POL” will refer to a “Possession Only License” and “PAL” will refer to a “Possession and Acquisition Licence”.

## 22.3 LEGISLATIVE FRAMEWORK

- 22.3.1 Potential violations of the Criminal Code, Explosives Act and Transportation of Dangerous Goods Act must be considered and researched prior to experimentation. Criminal Code considerations that should be addressed by students and Ethics Committees in reviewing a project include: (a) possessing, trading, transferring or giving as a gift a firearm to a person without a POL or a PAL with the proper classes of firearms; (b) unlawfully making an explosive; (c) possessing a weapon dangerous to the public peace; (d) unlawful storage of a firearm, ammunition or explosive; (e) pointing a firearm; (f) careless use of a firearm; (g) criminal negligence causing bodily harm or death; (h) arson or unlawfully setting fire to a substance; and (i) failure to sign vehicle properly that a dangerous good is being transported.
- 22.3.2 Other considerations for projects involving the use of firearms, ammunition, dangerous goods or explosives include Provincial and Federal acts such as the Environmental Protection Act, Migratory Bird Game Act and Canada Shipping Act. Students and the Regional and Youth Science Canada National Ethics Committees are responsible for knowledge of and adherence to all Municipal, Provincial and Federal laws governing the materials and the use of those materials.
- 22.3.3 Prohibited weapons may NOT be used in a science fair experiment or displayed or worn at a science fair. Prohibited weapons include spiked wrist bands and neck bands, maces, martial arts throwing weapons, nanchakus or any other weapons defined by the Criminal Code as prohibited.
- 22.3.4 Weapons include all firearms or anything else that may be used as a weapon. Pellet guns, paint ball guns, slingshots, potato guns or other devices that propel an object are, for the purposes of this policy, dangerous weapons. These devices may be used with the pre-approval of the CYSFS Ethics and Due Care Committee. Inspection of the device and area of use is the responsibility of the CYSF Ethics and Due Care Committee. The device will NOT BE DISPLAYED at the Calgary Youth Science Fair or the Canada-Wide Science Fair.

## 22.4 FIREARMS

- 22.4.1 As of January 1, 2001, anyone possessing a firearm, even temporarily, must have a Possession-Only Licence (POL) or a Possession and Acquisition Licence (PAL). Persons under 18 years of age may acquire a Minor's Possession Certificate and can only possess non-restricted weapons.
- 22.4.2 Minors cannot possess restricted weapons. (a) All handguns are restricted or prohibited weapons; (b) All crossbows are restricted weapons; and (c) Any firearm with a barrel length less than 470 mm or overall length less than 660 mm is a restricted weapon.

- 22.4.3 As of January 1, 2003, firearms used for any purpose, including science projects, must be registered and the person possessing the firearm must have, at all times, the registration certificate with the firearm.
- 22.4.4 An individual may load a firearm or handle a loaded firearm only in a place where the firearm may be lawfully discharged in accordance with all applicable Acts of Parliament and the legislature of the province/territory, regulations made under such Acts and Municipal Bylaws.
- 22.4.5 Where practicable, the discharging of a firearm should be conducted at a licensed range under the supervision of a qualified range master. All available safety equipment (e.g., goggles, ear protection) should be used. First Nations People and other persons residing in northern areas where licensed firearms ranges and qualified range masters are not readily available shall provide a safety protocol to the CYSFS Ethics and Due Care Committee for approval before the project commences.
- 22.4.6 In all cases involving firearms, the Adult Supervisor must possess a POL or PAL and/or a Canadian Firearms Safety Course equivalent, and be knowledgeable in the use of the firearms or devices that will be used in the experimentation. In all cases, the Adult Supervisor must have reached the age of majority (18 years).
- 22.4.7 Students wanting to use firearms must show proof of a Hunter Safety Course/POL or PAL and/or Canadian Firearms Safety course or equivalent. Copies of these certificates must be provided to the CYSFS Ethics and Due Care Committee in advance of beginning the experiment.
- 22.4.8 For firearms requiring a federal and/or provincial/territorial permit or registration, the student or Adult Supervisor will be expected to have the permit prior to the onset of the experimentation. A copy of the permit must be submitted to the CYSFS Ethics and Due Care Committee. Only firearms/explosive devices that have federal, provincial/territorial and municipal approval may be used in experimentation. Proof of this approval must be presented to the CYSFS Ethics and Due Care Committee with the student's proposal in advance of beginning the experiment.

## **22.5 VOLATILE AND EXPLOSIVE MATERIALS**

Volatile materials must be handled and transported pursuant to the federal Transportation of Dangerous Goods Act and provincial legislation. The person handling the material must be properly trained. Explosives must be acquired, stored and handled pursuant to the federal Explosives Act. Volatile and explosive materials will NOT BE DISPLAYED at the CYSF.

## **22.6 BOILERS AND PRESSURE VESSELS**

- 22.6.1 A pressure vessel constructed for or used in a project, with a capacity greater than 42.5 litres or operated at a pressure greater than 103 kilopascals, must be inspected and certified for use by an inspector appointed under the Boilers and Pressure Vessels Act/Regulations. A certificate of inspection must be available at the project display.
- 22.6.2 Any student-constructed pressure vessel, regardless of size or pressure, should be



inspected according to provincial regulation, prior to use, by an engineer with certification in boilers and pressure vessels in order to ensure the safety of the student. Evidence of the inspection should be available at the display.

22.6.3 Any pressure vessel must have a safety valve, rupture disc or similar device to limit internal pressure below the burst pressure of the vessel. The safety valve will relieve to a safe or remote area.

22.6.4 Boilers and Pressure Vessels will NOT BE DISPLAYED at the CYSF.

## 22.7 PESTICIDES

22.7.1 Pesticides are defined as substances used to prevent, destroy, repel, attract or control pests like insects, weeds or diseases. Major types of pesticides include:

<u>Type</u>	<u>Controls</u>
Insecticide	Insects
Herbicide	Plants – mostly weeds
Fungicide	Fungi
Rodenticide	Rodents
Miticide	Mites
Nematicide	Nematode worms

22.7.2 Pesticides are regulated by three levels of government: federal, provincial/territorial and municipal. The federal Pest Control Products Act (PCPA) is the federal law that regulates all products used to control pests in Canada. The Pest Management Regulatory Agency (PMRA), Health Canada is responsible for administering the PCPA and its Regulations. A number of other federal laws, such as the Food and Drugs Act, Fertilizer Act, Fisheries Act, Migratory Birds Convention Act and the Canadian Environmental Protection Act also regulate the use of pesticides. Each Province sets out its own laws for the control, use, sale, storage, display, disposal and transportation of pesticides. A number of municipalities have banned the use of pesticides.

22.7.3 Students using pesticides must be of provincial/territorial age for possession and use. Students must also be licensed under the provincial or territorial law that regulates pesticides. If a student is not of age to be licensed, then he/she must be supervised by a person who is licensed. The applicable licence or a certified copy must be available to the safety inspectors at the CYSF and/or Canada-Wide Science Fair.

22.7.4 Pesticides, pesticide containers or items that have been treated with pesticides will NOT BE DISPLAYED at the CYSF or the Canada-Wide Science Fair. Disposal of these containers must be done in accordance with Provincial and Municipal rules and regulations.

## POLICY 23: RECOMBINANT DNA AND BIOTECHNOLOGICAL SAFETY

<b>Policy Number:</b>	23
<b>Approved By:</b>	Board
<b>Date Approved:</b>	February 2, 2012, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### 23.1 PREAMBLE

The Calgary Youth Science Fair Society (CYSFS) has adopted the Youth Science Canada (YSC) policy with minor changes in wording to reflect CYSFS procedures.

### 23.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society” and “YSC” will mean “Youth Science Canada”.

### 23.3 RECOMBINANT DNA AND ANIMAL VIRUSES

Projects involving the manipulation of recombinant DNA molecules, synthetic nucleic acid molecules or animal viruses require submission of a written proposal which must be approved by the CYSFS Ethics and Due Care Committee prior to the start of any experimentation. This proposal should include Approval Forms 2A (Ethics and Due Care) and 2B (Use of Human Participants Significant Risk) if applicable. These forms also must be available at all times during the Fair. These types of projects will only be allowed if conducted under the direction of a Qualified Researcher working in a Research Institution or Hospital. Written evidence of this supervision, including the supervisor’s name, institution, and qualifications must be included in the proposal and must be available at the project during the fair. Institutional regulations and guidelines regarding the use, storage, transport and disposal of recombinant DNA and their vector, animal virus and other genetic mobile elements must be observed at all times.

### 23.4 BIOTECHNOLOGICAL SAFETY

23.4.1 Biotechnological investigations involving enzymes pose risks of allergic reactions. Work involving DNA technology can be accomplished safely if appropriate precautions are taken. The use of DNA is, in itself, usually safe, but hazards can arise from chemicals and electrical equipment employed in the manipulation of DNA. Extremely hazardous chemicals, such as ethidium bromide, used to visualize DNA, should be avoided and substituted with safer alternatives. Electrophoresis of DNA fragments should use equipment that has a built-in fail-safe mechanism that prevents access to connections at high voltages.

23.4.2 Live tissue samples used in such investigations must be taken either from a continuously maintained tissue culture line already available to institutional researchers, or from animals already being used in an on- going institutional research project. Written evidence of the source of such material (invoice or letter from supplier or letter from the Qualified Researcher) must be available at all times during the fair. Only photographs of these animal tissues may be displayed at the fair.

23.4.3 All research institutions at which biotechnological investigations are supported will provide mandatory training for those involved. All students involved with such research are required to take the appropriate course(s) and provide documentary evidence at their project that they have taken these courses. If an examination is part of the course, a passing grade is required.

**POLICY 24-29 : VACANT AND RESERVED**

## POLICY 30: CWSF PARTICIPATION

<b>Policy Number:</b>	30
<b>Approved By:</b>	Board
<b>Date Approved:</b>	December 2, 2010, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### 30.1 PREAMBLE

The opportunity to participate at the Canada-Wide Science Fair as a Delegate, Alternate, or Finalist is to be carefully bestowed on deserving individuals.

### 30.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, “YSC” will mean “Youth Science Canada”, “NSFC” will mean “National Science Fair Committee”, and “CWSF” will mean “Canada-Wide Science Fair”. The designations of “Delegate”, “Alternate” and “Finalist” are defined by YSC as attendees at the Canada-Wide Science Fair.

### 30.3 SELECTION OF DELEGATES AND ALTERNATES

The selection of Delegates and Alternates to attend the CWSF will be made by the President of CYSFS in consultation with the CYSFS Executive Committee. The following criteria will be used when making the selection: (a) the President of the CYSFS will automatically attend as one of the Delegates/Alternates if he/she wishes to attend; (b) an attempt will be made to have Delegates and Alternates of both genders in the adult delegation; (c) at least one of the Delegates and Alternates should have had previous experience as a CWSF Delegate/Alternate; (d) seniority on the CYSF Board will be considered to be an important factor in the selection process; (e) Delegates and Alternates must be Directors of the CYSFS; (f) All Delegates and Alternates must provide a criminal record check, completed within the past 3 years, to the Secretary of the Society at least 30 days prior to attendance at the CWSF. After discussion with the Delegate or Alternate, the President has the authority to decide if the Delegate or Alternate may or may not attend the CWSF; (g) Delegates and Alternates must be at least 21 years of age on the first day of the CWSF; and (h) in addition to any conditions imposed by YSC and CYSFS requires that all Delegates and Alternates acknowledge in writing that they have read the Code of Conduct and Discipline Policies and that they agree to abide by them;

### **30.4 SELECTION OF FINALISTS**

The selection of Finalists to attend the CWSF will be made by the Award Round Evaluations Chairperson in consultation with the CYSF Directors involved in Award Round judging, and the CYSFS Executive. The following criteria will be used when making the selection: (a) the winner of the Best of Fair will automatically attend as one of the Finalists if he/she meets YSC policy criteria and wishes to attend; (b) in addition to the Finalists chosen to attend the CWSF, three or four Alternate Finalists will be chosen to complement the CYSF delegation in the event that some Finalists should be unable to attend; (c) previous CWSF experience and performance may be considered in the selection process; (d) selected students must be mature enough to accept the rewards and responsibilities of being a Finalist at CWSF; (e) the choice of Finalists will not be subject to appeal; and (f) in addition to any conditions imposed by YSC and NSFC, CYSFS requires that all finalists and their parents acknowledge in writing that they have read the Code of Conduct and Discipline Policies and that they agree to abide by them.

## POLICY 31: CYSFS SERVICE AWARDS

<b>Policy Number:</b>	31
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 5, 2009, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### 31.1 PREAMBLE

The CYSFS Service Awards are given to individuals who have made significant contributions and volunteer hours to the CYSFS.

### 31.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, the “Board” will mean the “Board of Directors of the CYSFS”, and “Director” or “Directors” will refer to members of the Board.

### 31.3 THE AWARDS

- 31.3.1 Judging or Volunteering Service Awards will recognize individuals who have served the society in these capacities for a significant number of years.
- 31.3.2 Director’s Service Awards will recognize the significant time commitment made by individuals who have served as Directors for a significant number of years.

### 31.4 NOMINATION

Nominees will be suggested by the Directors of CYSFS and will be considered annually by the Executive Committee.

### 31.5 SELECTION

The Executive Committee will review all nominations and select recipients.

### 31.6 RECOGNITION

Award recipients are announced publicly at an appropriate venue to be recognized by their peers. For example, Judging Service Awards may be presented at the Judges’ Breakfast at the CYSF.

## **POLICY 32: CYSFS HONORARY MEMBERSHIP**

<b>Policy Number:</b>	32
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 5, 2009, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### **32.1 PREAMBLE**

The CYSFS Honorary Membership is bestowed upon individuals who have made significant lifetime contributions to the promotion of the goals of the Society. Historically, the award has been given to one Director approximately every ten years.

### **32.2 DEFINITIONS**

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, the “Board” will mean the “Board of Directors of the CYSFS”, and “Director” or “Directors” will refer to members of the Board.

### **32.3 NOMINATION**

The Executive Committee will consider potential nominees suggested by Directors in November and December of each year. Honorary Membership may be granted posthumously.

### **32.4 SELECTION**

The Executive Committee will review all nominations and select recipients.

### **32.5 RECOGNITION**

Award recipients are announced publicly at the Awards Ceremony of the Calgary Youth Science Fair.

## **POLICY 33: YOUTH SCIENCE CANADA DISTINGUISHED SERVICE AWARD**

<b>Policy Number:</b>	33
<b>Approved By:</b>	Board
<b>Date Approved:</b>	March 5, 2009, reviewed only September 2017
<b>Date of Next Review:</b>	September 2021

### **33.1 PREAMBLE**

The CYSFS, as an affiliate of the YSC, is eligible to nominate individuals for the YSC Distinguished Service Award. This award recognizes a maximum of 10 volunteers or paid staff each year who have made outstanding contributions to YSC's programs.

### **33.2 DEFINITIONS**

In this policy "CYSFS" will mean "Calgary Youth Science Fair Society", "CYSF" will mean the "Calgary Youth Science Fair", "YSC" will mean "Youth Science Canada", "NSFC" will mean "National Science Fair Committee", the "Board" will mean the "Board of Directors of the CYSFS", and "Director" or "Directors" will refer to members of the Board.

### **33.3 NOMINATION**

- 33.3.1 The CYSFS Executive will consider potential nominees suggested annually by Directors. The CYSFS Executive will have authority to advance nominations to YSC. A person may be nominated more than once, and the nomination will be in effect for three years. Awards may be granted posthumously.
- 33.3.2 A complete nomination consists of a Nomination Form and a Nominee Information Form using the Distinguished Service Award Criteria for reference along with a cover letter (no more than one page) and portrait- type photo (digital preferred).
- 33.3.3 Nominations must be received by YSC no later than January 31 of each calendar year. Late nominations will be held for consideration in the following year.

### **33.4 SELECTION**

- 33.4.1 The NSFC reviews all nominations and selects recipients.
- 33.4.2 The Executive Director of YSC approves recipients of the award.

### **33.5 RECOGNITION**

- 33.5.1 Selected recipients will receive an award that YSC will send to the nominator for presentation no later than March 15 of each calendar year.
- 33.5.2 Award recipients are announced publicly on March 31 of each calendar year.



## POLICY 34: CHEQUE REISSUANCE TIME LIMITS

<b>Policy Number:</b>	34
<b>Approved By:</b>	Board
<b>Date Approved:</b>	February 2, 2012
<b>Date of Next Review:</b>	September 2021

### 34.1 PREAMBLE

Every year, prize cheques are distributed at the CYSF. Often, many of these cheques are not cashed in a timely fashion. This policy is meant to address the timeline during which the CYSFS Board believes it is appropriate to reissue prize cheques.

### 34.2 DEFINITIONS

In this policy “CYSFS” will mean “Calgary Youth Science Fair Society”, “CYSF” will mean the “Calgary Youth Science Fair”, “student” will refer to any young person who has been chosen to attend a CYSFS event as a Science Fair competitor, and The Board of Directors may be referred to as the “Board” and members of the Board referred to as “Directors”.

### 34.3 REIMBURSEMENT OF STALE-DATED CHEQUES

CYSFS will not reimburse cheques that were issued more than one year prior to the date of request.

### 34.4 REQUEST FOR RE-ISSUE

- 34.4.1 All requests for re-issue of cheques must be made within one year from the date of issuance of the cheque.
- 34.4.2 Requests are to be made in writing to the CYSFS Treasurer.
- 34.4.3 In certain circumstances, requests to re-issue cheques are made for reasons not related to stale-dated cheques. In such circumstances, if the request is made within the one year request window, the cheque shall be re-issued to the student as requested.

### 34.5 SPECIAL REQUESTS

In certain circumstances, requests to re-issue cheques are made for compassionate reasons. In the event such a request is made, it shall be at the sole discretion of the Executive (being the President, Vice-President, Treasurer, Secretary and Past President of CYSFS) to determine whether such cheque shall be re-issued.