



Policies

March 2014

Section C: POLICIES	3
Policy 2: Vision, Mission and Purpose	4
Policy 4: Governance	5
Policy 5: Affiliations	7
Policy 6: Committees.....	8
Policy 7: Code of Conduct	12
Policy 8: Academic Integrity	14
Policy 9: Discipline	17
Policy 10: Appeals.....	24
Policy 20: Use of Human Participants in Research.....	28
Policy 21: Use of Animals in Research	41
Policy 22: Use of Firearms, Hazardous Materials and Equipment	44
Policy 23: Recombinant DNA and Biotechnological Safety.....	48
Policy 30: CWSF Participation.....	50
Policy 31: CYSFS Service Awards	52
Policy 32: CYSFS Honourable Membership	53
Policy 33: Youth Science Canada Distinguished Service Award.....	54
Policy 34: Cheque Reissuance Time Limits.....	55
Figure 1: Incident Report Form 1.....	22
Figure 2: Ethics and Due Care Form 2A.....	38
Figure 3: Use of Human Participants Significant Risk—Approval Form 2B.....	39
Figure 4: Informed Consent Form 2C	40

SECTION C: POLICIES

POLICY 2: VISION, MISSION AND PURPOSE

Policy Number:	2
Approved By:	Board
Date Approved:	December 4, 2008
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2.1 VISION

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

2.2 MISSION

The Calgary Youth Science Fair Society exists so that Calgary youth develop skills and knowledge for excellence in science and technology.

2.3 PURPOSE

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 4: GOVERNANCE

Policy Number:	4
Approved By:	Board
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4.1 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.

4.2 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”.

4.3 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.

- 4.3.1 Directors have an obligation to be informed about CYSFS’s purpose and all aspects of its operations. This requires an active, concerted effort to be engaged and to be ready to make informed decisions.
- 4.3.2 Directors must accept the decisions made by the Board.
- 4.3.3 Directors must put the interest of CYSFS first when making decisions as a Director.
- 4.3.4 Directors must be cognisant 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.

4.4 BOARD MEETINGS AND VOTING

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

- 4.4.1 Members are welcome to attend any meeting of the Board, however only Directors may vote at meetings of the Board.
- 4.4.2 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.
- 4.4.3 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.

- 4.4.4 No motions or items requiring votes of Directors can take place outside of Board meetings.

POLICY 5: AFFILIATIONS

Policy Number:	5
Approved By:	Board
Date Approved:	February 2, 2012
Date of Next Review:	Sept 2017

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 “U of C” 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.

5.4 CORPORATE PARTNERSHIPS

The CYSFS enters into partnerships on an annual basis with the goal of engaging organizations and corporations in the science fair beyond financial sponsorship.

In recent years, partnership agreements have been in place with University of Calgary, Devon Canada and BP Canada. It is our policy to maintain partnership agreements such as these as well as to investigate the potential for additional partnerships.

POLICY 6: COMMITTEES

Policy Number:	6
Approved By:	Board
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Date of Next Review:	Sept 2017

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 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.

6.4 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.

- 6.4.1 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.
- 6.4.2 Medal Round Evaluations Chairperson will be responsible for all evaluations of student projects in the Medal Round of judging.
- 6.4.4 Award Round Evaluations Chairperson will be responsible for all evaluations during the Award Round (second round) judging of student projects.
- 6.4.5 Judging French Projects in French. 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.

6.5 COMPUTER OPERATIONS COMMITTEE

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

6.6 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.

6.7 AWARDS COMMITTEE

The Awards Committee will manage all aspects of fundraising for, organizing and presenting awards based on the results provided by the Evaluations Committee.

6.8 TROPHIES COMMITTEE

The Trophies 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.

6.9 FACILITIES AND MERCHANDISING COMMITTEE

The Facilities and Merchandising 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. 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.

6.10 MEDIA AND COMMUNICATIONS COMMITTEE

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

6.11 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.

6.12 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.

- 6.12.1 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.

6.13 RISK MANAGEMENT COMMITTEE

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

6.14 GAMING COMMITTEE

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

6.15 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.

POLICY 7: CODE OF CONDUCT

Policy Number:	7
Approved By:	Board
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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.

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”.

7.3 POLICY

- 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:
- a) maintain the dignity and self-esteem of members and participants in CYSFS events;
 - b) 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;
 - c) direct comments or criticism appropriately and avoid public criticism of, but not limited to, students, judges, volunteers, guests and members of CYSFS;
 - d) demonstrate ethical conduct and practices;
 - e) abstain from the use of tobacco, alcohol, and non-medical drugs except as specified in Policy 7.3.4;
 - f) 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;
 - g) refrain from any behaviour that constitutes sexual harassment, defined as inappropriate or unwelcome sexual advances or inappropriate or unwelcome conduct of a sexual nature;

- h) refrain from accessing inappropriate online materials, or violating the computer, network, or online account security of others; and
 - i) comply at all times with the bylaws, policies, rules and regulations 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 at CYSFS events will:
- a) abstain from the use of alcohol and tobacco where minors are present; and
 - b) 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:
- a) 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;
 - b) ensure that expectations for students' behaviour and conduct are made clear to the students in their charge;
 - c) provide supervision for the students in their charge in a manner that fulfills what a judicious parent would expect (in loco parentis);
 - d) provide supervision and/or assistance to other students at CYSFS events when the need arises or if help is requested by a student;
 - e) 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
 - f) understand the consequences of serious misbehaviour as described in CYSFS Policy 9: Discipline.
- 7.3.6 Students will:
- a) support and cooperate with all others;
 - b) be punctual at all CYSFS activities and events;
 - c) attend their displays as required by CYSFS during the period that the CYSF or other CYSFS event is open to the public;
 - d) understand the consequences of serious misbehaviour as described in CYSFS Policy 9: Discipline; and
 - e) comply with the principles of academic integrity, as described in CYSFS Policy 8: Academic Integrity.
- 7.3.7 Students will not:
- a) visit any areas declared off limits;
 - b) engage in any activity that will bring the CYSFS into disrepute; and
 - c) buy, possess, consume or distribute alcohol or illegal substances and materials (including drugs) at CYSFS sponsored events.
- 7.3.8 Judges will:
- a) be fair and objective;
 - b) avoid situations in which an actual or perceived conflict of interest may arise;
 - c) make independent judgements;
 - d) respect the confidential nature of all student information.

POLICY 8: ACADEMIC INTEGRITY

Policy Number:	8
Approved By:	Board
Date Approved:	November 4, 2010
Date of Next Review:	Sept 2017

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 will be acknowledged. All written material that draws on the work of others will be accompanied by appropriate references.

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:

- a) 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;
- b) fabricating or falsifying data;
- c) forging signatures;
- d) fabricating or falsifying registration information;
- e) 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

- 8.8.1 Allegations of a violation of academic integrity against a project submitted to, or being presented at, the CYSF must be made in writing, together with supporting evidence, to the CYSFS Evaluations Chairperson. Anonymous allegations will be ignored. An allegation may be submitted at any time until midnight of the seventh (7th) day following the day of the Awards Ceremony.

- 8.8.2 The CYSFS Evaluations Committee Chairperson will acknowledge receipt of an alleged violation of academic integrity immediately and notify simultaneously the Medal Round Evaluations Chairperson, the Award Round Evaluations Chairperson and the President that an alleged violation has been received by providing them with a copy of the submission.
- 8.8.3 A panel of three (the Evaluations Committee Chair, the Medal Round Evaluations Chairperson, and the Award Round Evaluations Chairperson), will gather evidence, evaluate it, and talk to the student(s) and the teacher or parent in person or by conference call. The panel will then rule whether or not a violation of academic integrity has occurred.
- 8.8.4 If it is agreed that a violation of academic integrity has occurred, the Evaluations Committee Chairperson will complete an Incident Report (see CYSFS Policy 9: Discipline). The Incident Report, along with the original written allegation, will be submitted to the President or Vice President.
- 8.8.5 On receipt of an Incident Report that describes a violation of academic integrity, the President will deal with the report according to the policies set out in CYSFS Policy 9: Discipline.

References

McCabe, 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

POLICY 9: DISCIPLINE

Policy Number:	9
Approved By:	Board
Date Approved:	December 2, 2010
Date of Next Review:	Sept 2017

9.1 PREAMBLE

Membership and participation in the activities of the Calgary Youth Science Fair Society offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Code of Conduct of the CYSFS. This Code of Conduct identifies the standard of behaviour that is expected of members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

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 7: Code of Conduct.

9.3 APPLICATION OF THIS POLICY

- 9.3.1 This policy 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.
- 9.3.2 This policy applies to all discipline matters that may arise during the course of CYSFS's business, activities and events.

9.4 REPORTING AN INFRACTION

- 9.4.1 Any individual may report to the President or Vice President a Code of Conduct infraction using the Incident Report Form 1. It will be at the sole discretion of the President or Vice President to determine if the infraction is a minor or major infraction.
- 9.4.2 If the incident involves a Code of Conduct infraction allegedly carried out by or involving the President, the Incident Report will be reported to and handled by the Past President.
- 9.4.3 Incidents that involve a violation of academic integrity (see CYSFS Policy 8: Academic Integrity) will be reported to the Evaluations Chairperson.
- 9.4.4 When an incident report is received, a letter from CYSFS will be sent to the parents informing them of the incident details and the resulting consequences. This will be completed within 30 days of the end of the alleged infraction.

9.5 MINOR INFRACTIONS

- 9.5.1 Minor infractions are single incidents of misconduct that breach the Code of Conduct of CYSFS but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved: this person may include, but is not limited to, the President, the Vice President, the Evaluations Chairperson or the student's teacher. A list of examples of minor and major infractions can be found in Table 9.1, attached to this Policy.
- 9.5.2 Procedures for dealing with minor infractions will be informal as compared to those for dealing with major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an appropriate person with authority from taking immediate, informal, corrective disciplinary action in response to behaviour that constitutes a minor infraction.
- 9.5.3 Disciplinary sanctions for minor infractions may include the following:
- a) verbal or written reprimand;
 - b) verbal or written apology;
 - c) service or other voluntary contribution to CYSFS;
 - d) suspension from the current activity; or
 - e) any other similar sanction considered appropriate for the offence.

9.6 MAJOR INFRACTIONS

- 9.6.1 Major infractions are instances of misconduct that violate the Code of Conduct of CYSFS and that result, or have the potential to result, in harm to other persons, to him/herself, to CYSFS, or a CYSFS event. A list of examples of major infractions can be found on Table 9.1.
- 9.6.2 If the incident is a major infraction, a hearing is required. The President or Vice President will notify the individual alleged to have committed a major infraction of the matter as soon as possible, and will provide the individual with a copy of the Incident Report, a copy of the Code of Conduct and a copy of this policy.
- 9.6.3 Major infractions occurring within CYSFS may be dealt with immediately, if necessary, by the person having the appropriate authority. At the CYSF, the President, Vice President or Evaluations Chairperson will be the person having such authority. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the event only. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.

9.7 INVESTIGATION

- 9.7.1 Depending on the nature and severity of the infraction, the President or Vice President may appoint an independent individual to conduct an investigation. If this is the case, the Investigator will carry out the

investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President.

- 9.7.2 The Vice President will act as the Investigator for incidents that occur at the CYSF except for incidents that involve a violation of academic integrity. At the conclusion of the investigation of an incident at the CYSF, the Vice President will submit a report to the President that will include the recommended disciplinary sanctions for the offence.
- 9.7.3 Incidents that involve a violation of academic integrity (refer to CYSFS Policy 8: Academic Integrity) will be investigated by the Evaluations Chairperson in consultation with the Secondary Evaluations Chairperson, Elementary Evaluations Chairperson and Award Round Evaluations Chairperson as appropriate.
- 9.7.4 If an alleged infraction is committed by a member of the Executive, the President will select a non-Executive Director to conduct the investigation and report to the Board of Directors.

9.8 DISCIPLINE PANEL

- 9.8.1 Within 7 days of receiving an Incident Report documenting a major infraction or of receiving the written report of the Investigator, if an investigation was carried out, the President will appoint three individuals to serve as a Discipline Panel. The members of the Panel will select a Chairperson from among themselves.
- 9.8.2 If the incident occurs at the CYSF and does not involve a violation of academic integrity, the Executive of the CYSFS will act as the Discipline Panel in consultation with the school representative or an adult advocate (not a parent/guardian) for the student in question. The President or Vice President will chair this Discipline Panel.
- 9.8.3 If the incident involves a violation of academic integrity, the Discipline Panel will include the Evaluations Chairperson, Secondary Evaluations Chairperson, Elementary Evaluations Chairperson and the Award Round Evaluations Chairperson. This special panel will be chaired by the Evaluations Chairperson.
- 9.8.4 The Discipline Panel will hold the hearing as soon as possible, but not more than 21 days after being appointed.
- 9.8.5 Notwithstanding the above, if the incident occurs at the CYSF, the Discipline Panel will meet as soon as possible after the incident occurs.

9.9 PRELIMINARY MEETING

- 9.9.1 The Discipline Panel may determine that the circumstances of the infraction warrant a preliminary meeting or hearing. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include, but are not limited to:
 - a) date and location of the hearing;
 - b) timelines for the exchange of documents;
 - c) clarification of issues in the infraction;
 - d) order and procedure of the hearing;
 - e) evidence to be brought before the hearing;
 - f) identification of any witnesses; and
 - g) any other procedural matter that may assist in expediting the hearing.

9.10 HEARING

- 9.10.1 The Panel will govern the hearing as it sees fit, provided that:
- a) the individual being disciplined will be given 10 days written notice of the day, time and place of the hearing except for incidents that occur at events like the CYSF. In these instances, the hearing will be held as soon as possible;
 - b) the individual being disciplined will receive a copy of the Investigator's report, if an investigation was carried out;
 - c) a quorum will be all three Panel members (four when the incident involves a violation of academic integrity), and decisions will be by majority vote where the Chairperson carries a vote;
 - d) the individual being disciplined may be accompanied by an advisor;
 - e) the individual being disciplined will have the right to present evidence and argument;
 - f) the Investigator may participate in the hearing at the request of the Panel;
 - g) the Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
 - h) if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
 - i) the hearing will be held in private; and
 - j) once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.
- 9.10.2 After hearing the matter, the Panel will determine whether or not the individual has breached the Code of Conduct and if so, will determine the appropriate penalty and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be submitted to the President who will distribute a notice of decision to all parties within 7 days of the conclusion of the hearing.
- 9.10.3 If an infraction occurs at a CYSF event, the Panel's decision will be given verbally at the end of the hearing and will be followed by a written decision, as soon as possible.
- 9.10.4 When the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

9.11 SANCTIONS

- 9.11.1 The Panel may apply the following disciplinary sanctions, singly or in combination, for major infractions:
- a) written reprimand;
 - b) removal of certain privileges of membership or employment;
 - c) suspension from certain events, which may include suspension from the current event;
 - d) suspension from employment with or without pay;
 - e) suspension from all CYSFS activities for a designated period of time;
 - f) expulsion from membership;
 - g) informing parents/guardians of the incident and disciplinary action taken;
 - h) publication of the decision;

- i) with incidents concerning students at CYSFS events, suspension from the event and immediate transport home at the parent's/guardian's expense;
 - k) disqualification from the event and, if appropriate, cancellation of awards and/or medals that may have been previously awarded; or
 - l) other sanctions as the Panel may consider appropriate for the offence.
- 9.11.2 Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership or participation in CYSFS events until such time as the sanction is complied with.
- 9.11.3 In applying sanctions, the Panel may give regard to the following aggravating or mitigating circumstances:
- a) the nature and severity of the infraction;
 - b) the extent to which others have been harmed by the infraction;
 - c) the cooperation of the individual being disciplined in the proceedings under this policy;
 - d) whether the incident is a first offence or has occurred repeatedly;
 - e) the individual's acknowledgment of responsibility,
 - f) the individual's remorse and post-infraction conduct;
 - g) the age, maturity or experience of the individual;
 - h) whether the individual retaliated, when the incident involves harassment; and
 - i) the individual's prospects for rehabilitation.

9.12 SERIOUS INFRACTIONS

The President of the CYSFS may determine that the alleged infraction is of such seriousness as to warrant suspension of the individual from CYSFS activities pending the hearing and decision of the Panel.

9.13 CONFIDENTIALITY

The President will keep all proceedings under this policy confidential, except when disclosure is directed by the Panel as part of a sanction, is required by law or is deemed by the President to be in the best interests of the CYSFS community or the general public.

9.14 APPEALS PROCEDURE

Except where otherwise provided, the decision of the Panel may be appealed in accordance with CYSFS Policy 10: Appeals.

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.
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: APPEALS

Policy Number:	10
Approved By:	Board
Date Approved:	December 4, 2008
Date of Next Review:	Sept 2017

10.1 PREAMBLE

The purpose of this appeals policy is to enable disputes with members to be dealt with fairly, expeditiously and affordably, within CYSFS, without recourse to formal legal and court-like procedures.

10.2 DEFINITIONS

In this policy, “days” will mean total calendar days, including weekends or holidays. “Member” will mean all categories of members in CYSFS, as well as all individuals engaged in activities with or employed by CYSFS, including, but not limited to: guests, judges, volunteers, staff and members of CYSFS and students. “Appellant” will mean the member or person appealing a decision. “Respondent” will mean the body or person whose decision is being appealed.

10.3 SCOPE OF APPEAL

Any member of CYSFS who is affected by a decision of the Board of Directors, the President, any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the President, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 10.5 of this policy. Examples of decisions that may be appealed are those relating to discipline. This policy will not apply to decisions relating to:

- a) matters of employment;
- b) discipline matters arising during events organized by entities other than CYSFS, which are dealt with pursuant to the policies of these other entities;
- c) any decisions made under Section 10.6.2 of this policy.

10.4 TIMING OF APPEAL

10.4.1 Members who wish to appeal a decision will have 21 days from the date on which they receive notice of the decision to submit, in writing, their intention to appeal, grounds for the appeal and a summary of the evidence that supports these grounds, to the President of CYSFS at the mailing address of the CYSFS. If the appeal is being presented by the President of CYSFS on his or her own behalf, the written notice of appeal will be sent to the Past President, or in the absence of the Past President, to the previous Past President.

10.4.2 Any party wishing to initiate an appeal beyond the 21-day period must provide a written request stating reasons for an exemption to the requirement of Section 10.4.1. The decision to allow, or not allow, an

appeal outside the 21-day period will be at the sole discretion of the President or the Past President, and may not be appealed.

10.5 GROUNDS FOR APPEAL

Not every decision may be appealed. A decision cannot be appealed, nor can an appeal be heard, on substantive grounds relating to the merits of a decision. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- a) making a decision for which he/she did not have authority or jurisdiction as set out in CYSFS's governing documents and policies;
- b) failing to follow procedures as laid out in the bylaws or policies of CYSFS; and
- c) making a decision that was influenced by bias.

10.6 SCREENING OF APPEAL

10.6.1 Within 5 days of receiving notice and grounds for an appeal, the President will determine whether there are appropriate grounds for the appeal to proceed, as set out in Section 10.5. In the absence of the President, a designate Director of CYSFS will perform this function.

10.6.2 If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified in writing of this decision, giving reasons. This decision is made at the sole discretion of the President, or his or her designate, and may not be appealed.

10.7 APPEALS PANEL

If the President, or his or her designate, is satisfied that there are sufficient grounds for an appeal, he or she will establish an Appeals Panel (the "Panel") within 14 days of having received the original notice of appeal, as follows:

- a) the Panel will be comprised of three individuals who will have no significant relationship with the affected parties, to be determined by the President or his or her designate, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict;
- b) the Panel's members will select from among themselves a Chairperson (the "Chairperson").

10.8 PRELIMINARY CONFERENCE

10.8.1 The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

- a) format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
- b) timelines for exchange of documents;
- c) clarification of issues in dispute;
- d) clarification of evidence to be presented to the Panel;
- e) order and procedure of hearing;
- f) identification of witnesses; and

g) any other procedural matter that may assist in expediting the appeal proceedings.

10.8.2 The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

10.9 PROCEDURE FOR THE HEARING

When the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:

- a) the hearing will be held within 21 days of the Panel's appointment;
- b) the Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing;
- c) a quorum will be all three Panel members;
- d) decisions will be by majority vote, where the Chairperson carries a vote;
- e) if the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right, that party will become a party to the appeal in question;
- f) any of the parties may be accompanied by an advisor, including legal counsel;
- g) the Panel may direct that any other person participate in the appeal;
- h) the Panel may conduct the appeal by means of a telephone conference.

10.10 PROCEDURE FOR DOCUMENTARY APPEAL

When the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate, provided that:

- a) all parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties and to provide written rebuttal and argument;
- b) the applicable principles and timelines set out in Section 9 are respected.

10.11 EVIDENCE THAT MAY BE CONSIDERED

As a general rule, the Panel will only consider evidence that was presented to the original decision-maker. At its discretion, the Panel may hear new evidence that is material and that was not available at the time the original decision was made.

10.12 APPEAL DECISION

10.12.1 In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:

- a) to reject the appeal and confirm the decision being appealed;
- b) to uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c) to uphold the appeal and vary the decision when it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality.

- 10.12.2 Within 14 days of concluding the appeal, the Panel's written decision, with reasons, will be submitted to the President, who will distribute a notice of decision to all parties within 21 days of the conclusion of the hearing.
- 10.12.3 In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Section 10.12.2

10.13 TIMELINES

If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such that the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised and provide notice to the Appellant and the Respondent.

10.14 LOCATION

The appeal will take place in a location designated by the Chairperson of the Panel unless the Panel decides the appeal is to be held by way of telephone conference. Both the Appellant and the Respondent may request a specific location, which the Chairperson must approve.

10.15 FINAL AND BINDING

The decision of the Panel will be final and binding on the parties and on all members of CYSFS, subject only to the provisions of CYSFS policies relating to Alternative Dispute Resolution (if such policy exists).

POLICY 20: USE OF HUMAN PARTICIPANTS IN RESEARCH

Policy Number:	20
Approved By:	Evaluations Committee, Ethics and Due Care Committee
Date Approved:	December 2, 2010; February 2, 2012
Date of Next Review:	Sept 2017

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

20.2 DEFINITIONS (INCLUDING DEFINITIONS OF HUMAN RESEARCH, RESEARCHER, PARTICIPANT, ADULT SUPERVISOR AND SCIENTIFIC SUPERVISOR)

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.

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

A “Student Researcher” is one who takes data or collects information or assists in research activities involving humans.

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.

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.

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 (ie 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
 - 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.

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

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

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.
 - i. 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.
 - ii. 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)a as "any article manufactured, sold or represented for use as food or drink for human beings";
 - iii. 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.
 - iv. 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.
 - i. 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 drinks¹. 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.

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 Drugs

- a) Definition of a “drug”: “drug” includes any substance or mixture of substances manufactured, sold, or represented for use in:
 - i) the diagnosis, treatment, mitigation or prevention of a disease, disorder, abnormal physical state, or its symptoms, in human beings or animals;
 - ii) restoring, correcting, or modifying organic functions in humans beings or animals;
 - iii) disinfection in premises in which food is manufactured, prepared or kept.
- b) 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 Ethics and Due Care Form 2A, Use of Human Participants Significant Risk—Approval Form 2B and Informed Consent Form 2C.

- a) 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).
- b) Title of Project: The title of the project should be succinct, yet clearly describe the focus of the project.
- c) 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.

- d) 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.
- e) 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.
- f) Participants in this Project: A description of the participants' age range, gender, numbers required and other identifying characteristics.
- g) 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.**

- h) 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.
- i) 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.
- j) 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.
- k) 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.)
- l) Informed Consent letter: A copy of the letter of Informed Consent planned to be used in the project.
- m) Anonymity of the Participants and confidentiality of data. A description of how these will be ensured.

- n) Feedback to Participants: A description of how the results of the project will be communicated to the participants, their parents and/or teachers
- o) 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.
- p) 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.

Acknowledgements

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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



2013 ETHICS AND DUE CARE FORM

Form 2A

CALGARY YOUTH SCIENCE FAIR

This form must be filled in for all projects that involve the use of animals or humans in any manner whatsoever. For details on use of animals and humans in a project see www.cysf.org. This form must be sent in before any experimenting begins. Entrants/Coordinator will be contacted once this form has been reviewed.

Exhibitor's Name(s)	Exhibitor		Exhibitor			
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.</i></p> <p>Read Policy 20: Use of Human Participants in Research (at www.cysf.org), determine if your project is "Low" or "Significant" Risk, then circle one box below.</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 28 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

Please make sure you have all required signatures before sending this form!

Fax it c/o LESLIE SEARS at 403 262-9135; or (best choice for fast response) email it to: safety@cysf.org.

Figure 3: Use of Human Participants Significant Risk-Approval Form 28



CALGARY YOUTH SCIENCE FAIR

USE OF HUMAN PARTICIPANTS SIGNIFICANT RISK-APPROVAL FORM

Form 28

This form certifies that a significant risk project involving the participation of humans is in full compliance with Policy 20: Use of Human Participants in Research (at www.cysf.org)

Region	CALGARY YOUTH SCIENCE FAIR			
Project Title				
	First Name	Last Name	Email	Phone
Student 1				
Student 2				
CYSF Ethics & Due Care Chair	Leslie	Sears	safet@cysf.org	403-218-1618
Adult Supervisor, if applicable				
Ethics Committee (re: University or lab work)				

Request for Ethics Approval

I have visited and understood the web site of the Calgary Youth Science Fair Society (at www.cysf.org). I have read and understood Policy 20: Use of Human Participants in Research (at www.cysf.org).

I have read and understood the instructions at the bottom of this form.

Student 1	Date	Student 2	Date
Adult Supervisor	Date	Affiliation of Adult Supervisor	
Scientific Supervisor	Date	Affiliation of Scientific Supervisor	

Ethics Approval

I certify that this Significant Risk Project involving Use of Human Participants is in full compliance with Policy 20: Use of Human Participants in Research and that it is eligible for the Calgary Youth Science Fair.

Chair, Ethics and Due Care Committee	Date
--------------------------------------	------

Instructions –If you have questions please email sears@petrelrob.com

FORM	DOCUMENTS	ETHICS COMMITTEE
This form certifies that a significant risk project involving the participation of humans is in full compliance with Policy 20: Use of Human Participants in Research (at www.cysf.org)	The following documents must be available to the Chair of the Ethics Committee, along with this form, Use of Human Participants Significant Risk-Approval Form 2B, and a copy of the Ethics and Due Care Form 2A: <ol style="list-style-type: none"> 1. Your Research Proposal 2. The Survey (if applicable) 3. Informed Consent Letter of Information 4. Informed Consent Form 2C 	There are several Ethics Committees available to help certify your project: <ol style="list-style-type: none"> 1. CYSF Ethics and Due Care committee. In complex cases this committee, but not the student, may wish to consult the National Ethics Committee. 2. The Scientific Review Committee (SRC) at the university, hospital, government or commercial laboratory, where this research will be carried out. A copy of the letter from the SRC to the director of the lab approving the research should be submitted to the CYSF Ethics and Due Care Committee which will make the final decision.

Figure 4: Informed Consent Form 2C



INFORMED CONSENT FORM

Form 2C

CALGARY YOUTH SCIENCE FAIR

You are invited to take part in a research study. Before you decide to be a part of this study, you need to understand the risks and benefits. This consent form provides information about the research. If you agree to participate in this research, you will be asked to sign this consent form before taking part. This process is known as *Informed Consent*.

Student Researcher (1): School: School Phone:	Student Researcher (2): School: 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 ¹		Known Disease ²
	Younger ³	Older	No Symptoms	Symptoms	
Moderate exercise ⁴	No ⁵	No	No	Yes	Yes
Vigorous exercise ⁶	No	Yes ⁷	Yes	Yes	Yes

B. Physician supervision recommended during exercise test:

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

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

² Persons with known cardiac, pulmonary, or metabolic disease.

³ Younger implies < 40 years for men. <50 years for women.

⁴ 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.

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

⁶ 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.

⁷ 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

Policy Number:	21
Approved By:	Board
Date Approved:	November 4, 2010
Date of Next Review:	Sept 2017

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.
- 21.3.5 Exceptions for students in grades 10 to 12 are as follows:
 - 21.3.5.1 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.

21.3.5.2 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.

21.3.5.3 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

Policy Number:	22
Approved By:	Board
Date Approved:	March 5, 2009
Date of Next Review:	Sept 2017

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;
 - 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.
 - 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 licenced 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

Policy Number:	23
Approved By:	Board
Date Approved:	February 2, 2012
Date of Next Review:	Sept 2017

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 30: CWSF PARTICIPATION

Policy Number:	30
Approved By:	Board
Date Approved:	December 2, 2010
Date of Next Review:	Sept 2017

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. 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;
- h) in addition to any conditions imposed by YSC and NFSC, 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;
- i)

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

Policy Number:	31
Approved By:	Board
Date Approved:	March 5, 2009
Date of Next Review:	Sept 2017

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 CYSFS Executive.

31.5 SELECTION

The CYSFS Executive 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

Policy Number:	32
Approved By:	Board
Date Approved:	March 5, 2009
Date of Next Review:	Sept 2017

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

32.4 SELECTION

The CYSFS Executive 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

Policy Number:	33
Approved By:	Board
Date Approved:	March 5, 2009
Date of Next Review:	Sept 2017

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

Policy Number:	34
Approved By:	Board
Date Approved:	February 2, 2012
Date of Next Review:	Sept 2017

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.

POLICY 35: RISK MANAGEMENT COMMITTEE

Policy Number:	35
Approved By:	Board
Date Approved:	February 6, 2014
Date of Next Review:	Sept 2017

35.1 PREAMBLE

The purpose of this policy is to provide a framework for identifying potential elements of risk and for developing a process to mitigate such risks. The Board recognizes that the proper management of risk must be practiced throughout activities both overseen and supported by the organization. The Board also acknowledges that some level of risk is not only expected in normal everyday activities but can be beneficial.

35.2 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”.

35.3 ACCEPTABLE RISKS

Acceptable risks shall not include:

- 35.3.1 Willful exposure of students, employees, volunteers, or others to unsafe environments or activities;
- 35.3.2 Intentional violation of federal, provincial, or local laws;
- 35.3.3 Willful violation of contractual obligations;
- 35.3.4 Unethical behavior;
- 35.3.5 Damaging the reputation, integrity or career of employees of Youth Science Canada or its volunteers without cause; or,
- 35.3.6 Damaging Calgary Youth Science Fair’s reputation, brand and/or the activities or events of the Calgary Youth Science Fair Society or their affiliate, Youth Science Canada, or their organizers or sponsors.

35.4 The Risk Management Committee will:

35.4.1 Monitor and audit the implementation and maintenance of the Risk Management Policy.

35.4.2 Work with the Board to continuously update key risks and mitigations.

35.4.3 Identify actions and/or products that are perceived to violate this policy and refer these to the Officers of the Society who will inform the Board of Directors