

<b>Policy Name:</b>	<b>Policy for Policy Development</b>	<b>Policy No: FA001</b>
<b>Approved:</b>	<b>March 3, 2013</b>	<b>Pages: 5 pages</b>
<b>Date of last review:</b>	<b>March 3, 2013</b>	

1. GOAL

- 1.1 To provide guidelines for how the Football Nova Scotia Board develops and approves organizational policies for the Association.

2. PRINCIPALS

- 2.1 Policies provide a guide for consistent action throughout Football Nova Scotia. They have enduring and wide-ranging impact. Without policies, the membership will not know where Football Nova Scotia is headed or how it will get there.

Therefore, the Board of Directors believes the development of policies is the major priority of the board. Due to their wide-ranging impact, policies should benefit from the fullest possible deliberations.

3. FIELD OF APPLICATION

- 3.1 This policy applies to all policies developed by the Board of Directors.

4. DEFINITIONS

- 4.1 Policy: A policy is a general description of the boundaries within which the Associations conducts activities, manages programs, and leads the association toward the achievement of its goals and objectives.

- 4.2 Goal: The policy goal explains the purpose of the policy.

- 4.3 Principles: Principles identify the values and beliefs that are the basis of the provisions of the policy.

4.4 Field of Application: The field of application defines the members and activities to which the policy applies.

4.5 Policy Statement: The policy statement is a brief statement expressing Football Nova Scotia's commitment.

4.6 Provisions: Provisions define what is to be done in a specific, step-by-step manner. Provisions would generally address who will carry out provisions, who is accountable and any eligibility criteria, selection, appeal or approvals processes. As policies address a wide diversity of issues, the number of provisions that are required for a policy will vary depending upon its complexity and scope.

## 5. POLICY STATEMENT

5.1 The Association is committed to a standard and transparent process of policy development.

## 6. PROVISIONS

### 6.1 Initiating Policy

6.1.1 The Board must not only act when it knows a need exists but must also be proactive in determining future policy needs. Similarly, anyone aware of an immediate or future need for policy should advise the President, Executive Director or relevant Committee Chair in order that an appropriate process be initiated.

6.1.2 A policy should generally be initiated for those issues that are significant to Football Nova Scotia; are applicable to Football Nova Scotia as a whole, are expected to remain constant; require action on a recurring basis; are sensitive in nature and require a statement of Association intent.

### 6.2 Approving a Policy

6.2.1 Whenever possible, a policy will be approved by the Board of Directors at a meeting of the Board.

6.2.2 In the event a policy is required to guide decision-making before the next Board meeting, approval of the Board may be obtained by a telephone conference call, or by polling

all available individual board members by telephone, fax or e-mail or other suitable electronic means. Board members must be given adequate time, suitable to the seriousness or complexity of the issue and pertinent deadlines, to properly review the issue and the proposed course of action or policy.

6.2.3 The quorum and majority vote required for decision-making outside a Board meeting will be the same as that required for Board meetings.

6.2.4 Policies approved between meetings will be reviewed at the next meeting of the Board of Directors.

### 6.3 Types of Policies

6.3.1 The Board of Directors can set organizational policy in any areas affecting Association activity, including the following;

- |                                   |                         |
|-----------------------------------|-------------------------|
| a) Mission, Values and Philosophy | h) Human Resources      |
| b) Strategic Direction            | i) Administration       |
| c) Organization Structure         | j) High Performance     |
| d) Membership                     | k) Official Development |
| e) Finances                       | l) Coaching Development |
| f) Marketing                      | m) Sport Development    |
| g) Fund Raising                   | n) Hosting              |

### 6.4 Policy Development Process

6.4.1 The process for developing policies should ensure the best possible information is used to formulate the policy. The process of policy making should allow sufficient time to consider alternatives and their implications. The length of time required for the development of a policy will depend upon its nature.

6.4.2 The process for developing a policy will generally include the following steps:

- a) Identify and define the issue for which a policy is needed.
- b) Determine if other policies cover the situations or if existing policies could be revised/modified to address the issue.
- c) Identify the objective of the policy – the purpose the policy will serve.

- d) Identify the Director who will coordinate the development of the policy.
- e) Collect relevant information and consult, as necessary, to prepare a preliminary draft of the policy.
- f) Present the preliminary draft to the Board of Directors for their review and agreement.
- g) Collect additional information any request any feedback needed to complete the subsequent drafts of the policy.
- h) Prepare a final draft for Board approval.

6.4.3 The Board will use the following checklist to evaluate the comprehensiveness of a policy:

- a) It is philosophically based and states what is believed, valued and desired by the Association.
- b) It is a general statement of the Board's belief on a certain matter.
- c) It tells what is wanted of the Board, committee or staff.
- d) It tells why certain things are wanted.
- e) It constitutes a clear basis for the development and implementation of guidelines, procedures and rules.
- f) It provides positive direction to the Board, committees and staff but does not prescribe methods for arriving at the result.
- g) It permits the Board, committees and staff to interpret it in such a way as to adjust for changing conditions without making any basic changes in policy.
- h) It provides a standard for evaluating the performance of the Board, committees and staff.

## 6.5 Communication

6.5.1 Once the policy is approved, it will immediately be communicated to those who will be responsible for its implementation and employees who will be affected.

6.5.2 The policy will be communicated broadly and Football Nova Scotia will provide suitable education about the policy. Education may range from an explanatory memo to a forum at the annual meeting.

6.5.3 The current version of all policy documents will be maintained by the provincial office.

6.5.4 Policy documents will be prepared in the standard format as approved by the Board of Directors.

## 6.6 Review

6.6.1 Policies will be reviewed at least once annually, on the anniversary of their approval or at a time set aside by the board to review all policies in effect.

## 7. REVIEW AND APPROVAL

7.1 This policy was approved by the Football Nova Scotia Board of Directors on the \_\_\_\_ day or \_\_\_\_\_, 20\_\_.

7.2 Date of last review:

7.3 Original policy development lead: