
POLICY FOR POLICY DEVELOPMENT

1. **Objective of the Policy**

To identify the process by which the Board and Committees develop and approve organizational policies for Field Hockey Canada.

2. **Application of the Policy**

This policy applies to all policies developed and approved by Field Hockey Canada's Board of Directors.

3. **Definition of Policy**

Policies are a general description of boundaries within which Field Hockey Canada members conduct themselves, manage programs and resources, and lead the organization toward its goals.

4. **Principles behind Policy Development**

Policies provide a guide for action throughout the Association. They have enduring and wide-ranging impact. Without policies, Field Hockey Canada's members will not know where it is headed or how it plans to get there. Therefore, the development of policies should benefit from Field Hockey Canada's Board of Directors fullest possible deliberation.

5. **Policy Statement**

5.1 **Initiating Policy**

The Board of Directors must not only act when it knows a need exists, but must 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 working group Chair in order that the appropriate process be initiated.

5.2 **Approving a Policy**

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

5.2.2 Approval of the Board of Directors may be obtained by a telephone conference call, or by polling individual Board members by telephone, fax, 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. Policies approved between meetings will be reviewed at the next meeting of the Board of Directors.

5.3 Types of Policies

5.3.1 The Board of Directors can set organizational policy in any area affecting Field Hockey Canada's activities. Included, but not excluding other areas:

Mission, Mandate, Values and Vision	Coaching Development
Strategic Direction	Domestic Competitions
By-Laws	Membership
Organization Structure	Finances
Human Resources	Marketing
Administration	High Performance
Fund Raising	Officials Development
Grassroots Development	

5.4 Developing Policy

5.4.1 The process for developing a policy should ensure the best possible information is used to formulate the policy. Information should be obtained by consulting the members of the organization who will be affected and using relevant expertise and examples. 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.

5.4.2 Generally, the process for developing Field Hockey Canada policies will include the following steps:

- i) Identify and define the issue for which a policy is needed.
- ii) The Board determines if there are other policies which cover the situation or if there are existing policies which could be revised or modified to address the issue.
- iii) Identify the objective of the policy (what/how/who).
- iv) Decide how the policy will be developed and who will be involved in the development process.
- v) Identify the intended outcomes and purpose of the policy.
- vi) Consult with those affected by the policy and collect information.
- vii) Identify policy alternatives and consider their relative strengths and weaknesses.
- viii) Select a policy alternative and draft the policy. The Board identifies the key words and phrases to go in the policy. Write the policy in clear and simple language.
- ix) Circulate the draft for feedback and then revise and approve.

5.5 Communicating Policy

- 5.5.1 Communicate the policy to those who will be responsible for its implementation and members who will be affected.
- 5.5.2 Communicate the policy broadly and provide suitable education about the policy. Education might range from an explanatory memo to a forum at the Annual General Meeting.
- 5.5.3 To assist with communication, policies will be consistently numbered and an up-to-date version of the organizational policies maintained by the National Office.

5.6 Evaluating Policy

- 5.6.1 Each decision taken as a result of a policy is evaluated as soon as possible and adjustments are made as needed. It is important to keep track of the regulations and procedures developed as a result. If the policy is not working as intended, start again.
- 5.6.2 Evaluate the policy's ability to meet the needs of Field Hockey Canada within the context of the mission of the organization.

5.7 Reviewing and Monitoring

- 5.7.1 In evaluating the comprehensiveness of a policy, the Board of Directors will use the following checklist of the characteristics of a good policy:
 - ❑ It is philosophically based and states what is believed, valued and desired by Field Hockey Canada.
 - ❑ It is a general statement of the Board of Directors' belief on a certain matter.
 - ❑ It tells what is wanted of the Board, Working groups, Staff or Volunteers.
 - ❑ It tells why certain things are wanted.
 - ❑ It constitutes a clear basis for the development and implementation of guidelines, procedures and rules.
 - ❑ It provides positive direction to the Board, Working groups, Staff or Volunteers, but does not and should not prescribe methods for arriving at the result.
 - ❑ It permits the Board, Working groups, Staff and Volunteers to interpret it in such a way as to adjust for changing conditions without making any basic changes in policy.

- It provides a standard for evaluating the performance of the Board, Working groups, Staff and Volunteers.

5.7.2 Policies will be reviewed at least once annually, at a time set aside to review all policies in effect.

5.8 Management of Policy Documents

5.8.1 The current version of all policy documents will be maintained at the National Office.

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

6.0 Review and Approval

This policy was approved by the Field Hockey Canada Board of Directors on the 30th day of May, 1999.

The Field Hockey Canada Board of Directors and Executive Director shall review this policy annually.

Date of last review: Policy discussion held at January 2007 Board meeting