

**Ringette Alberta Policy Development Form**

**Name:**       **Association:**

**Date:**

**Phone:**       **E-mail:**

**\*Before filling out this form, please ensure you have read SECTION 1.4.4 of 1.0 Administration Policy in the Ringette Alberta Policy Manual thoroughly. Please try to complete each section to the best of your ability.**

Purpose (Please define what the policy is intended to achieve):

Applicability (Please define the people and activities to which the policy applies, for example: teams, Adult Players, All of Ringette, etc):

Principles (Identify the values and beliefs that are the basis of the provisions of the policy):

Requirements (Define what is to be done in a specific step-by-step manner. Categories to include should be

Timelines, Fees and Compliance and Consequences):

References (A list of related bylaws, policies, laws, and other documents related to or affecting the policy):

Definitions (Please clarify any terms used in the policy that may be easily misinterpreted):

**Has this Policy Change been endorsed by your local association?**

**If yes:**

President’s Name:       President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no, please provide reasoning as to why not:**