

Policy Section	Change	Policy Version #	Date Approved	Effective Date
All	New Policy	0	2002	2002
All	Policy Revisions	0.1 – 0.7	2003-2011	2003-2011
All	Split Policy into sections 1.0 – 23.0, Appendix A – G	1	2012	2012
23.4.2.2.3	Removed Boys in Ringette reference	2	N/A	11/03/2017
All	Spelling, Punctuation			

## 23.0 POLICY DEVELOPMENT POLICY

### 23.1 Purpose

To provide clarity on the requirements and process by which Ringette Alberta Policies are developed and approved.

To encourage Ringette Alberta Members to be part of the policy development process.

### 23.2 Applicability

23.2.1 To all Ringette Alberta policies.

23.2.2 To the Board, Staff and Group Members of Ringette Alberta.

### 23.3 Principles

23.3.1 The board approves policy. Others may contribute to the creation of or recommend policy.

23.3.2 Policies shall be consistent with relevant provincial and federal government legislation, related regulations, bylaws of the association, and the association vision, mission, and values.

23.3.3 All policies of the association shall be created, approved, and communicated according to this policy.

23.3.4 New policies and revisions to existing policies shall be created with appropriate member and stakeholder input.

## 23.4 Requirements

### 23.4.1 All policies shall conform to the following format:

<b>Purpose</b>	Defines what the policy is intended to achieve
<b>Applicability</b>	Defines the people and activities to which the policy applies
<b>Principles</b>	Identifies the values and beliefs that are the basis of the provisions of the policy
<b>Requirements</b>	<p>Defines what is to be done in a specific step by step manner. Provisions do not specify how things are to be done. Provisions would generally address who will carry them out, who is accountable, and any eligibility criteria, selection, appeal, or approval process.</p> <p>As policies address a wide diversity of issues the number of provisions that are required for a policy will vary depending on its complexity and scope.</p> <p><b>Timelines:</b> sets out timelines or deadlines if applicable for any provisions or steps of the policy.</p> <p><b>Fees:</b> sets out fees if applicable for any provisions of the policy.</p> <p><b>Compliance and Consequences:</b> Describes the compliance requirements or consequences for failure to follow the policy or timelines or fees associated with the policy.</p>
<b>Procedures</b>	Outlines the guidelines and potential operating procedures.
<b>References</b>	A list of related bylaws, policies, laws, and other documents related to or affecting the policy
<b>Definitions</b>	Used to clarify any terms used in the policy that may be easily misinterpreted

## 23.4.2 Initiating Policy

23.4.2.1 The board will initiate new Policy development or existing policy revisions based on both current and future needs. Ringette Alberta members should submit existing policy concerns or potential future needs to the Ringette Alberta office for consideration by the board.

23.4.2.2 A policy should exist for those issues that are significant for Ringette Alberta and are expected to remain constant. These include the following:

23.4.2.2.1 Issues applicable to Ringette Alberta as a whole;

23.4.2.2.2 Requirements of our members to remain in good standing;

23.4.2.2.3 Issues where the Board wishes to provide clear direction (e.g. Athlete Development);

23.4.2.2.4 Issues that require a statement of Ringette Alberta intent.

## 23.4.3 Approving Policy

A policy must be approved by the Board of Directors at a meeting of the Board.

## 23.4.4 Types of Policies

23.4.4.1 The Board of Directors set organizational policy in any areas affecting Association activity, including but not limited to the following:

- i. Framework Policies;
- ii. Governance Policies;
- iii. Competition Policies;
- iv. Finance Policies;
- v. Development Policies.

## 23.4.5 Policy Development Process

23.4.5.1 The process for developing policies should ensure the best possible information is used to formulate the policy. Information should

be developed by consulting with stakeholders who will be affected and by 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 and is at the discretion of the Ringette Alberta Board.

- 23.4.5.2 The process for developing a policy will generally include the following steps:
- 23.4.5.2.1 Identify and define the issue for which a policy is needed;
  - 23.4.5.2.2 Determine if other policies cover the situation or if existing policies could be revised to address the issue;
  - 23.4.5.2.3 Identify the purpose of the policy;
  - 23.4.5.2.4 Identify the individuals who will coordinate the development of the policy. Ensure that this is a fair process that allows for stakeholder involvement;
  - 23.4.5.2.5 Collect relevant information and consult, as necessary, to prepare a preliminary draft of the policy;
  - 23.4.5.2.6 Present the draft policy to the Board for consideration;
  - 23.4.5.2.7 Consult with those affected by the policy and collect additional information. As a minimum this will include a two week period for requests for comments by the Membership Presidents, posting on the web site and solicitation from other interested parties. Comments will be posted on the web site respecting confidentiality. Based on the feedback Province-wide teleconferences may be held. In some cases,

face to face meetings may be needed;

23.4.5.2.8 Prepare a final draft for Board approval.

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

- i. It is philosophically based and states what is believed, valued, and desired by the Association;
- ii. It is a general statement of the Board's belief on a certain matter;
- iii. It describes what is wanted of those to whom the policy applies;
- iv. It describes why certain things are wanted;
- v. It constitutes a clear basis for the development and implementation of procedures;
- vi. It provides positive direction to the Board, committees, and staff;
- vii. It does not prescribe methods for arriving at the result, methods are procedures;
- viii. It provides flexibility to the Board, committees, and staff to adjust for changing conditions without making any basic changes in policy;
- ix. It provides a standard for evaluating the compliance of the organization (Board, committees, and staff).

23.4.5.4 Communication

23.4.5.4.1 Once the policy is approved, the Ringette Alberta office will communicate to those who will be responsible for its implementation within a reasonable time period;

23.4.5.4.2 The policy will be communicated broadly to all members and affected participants in a suitable manner.

### 23.4.5.5 Timelines

- 23.4.5.5.1 In general, policies in effect for the next season will be communicated to the members at the AGM of the previous season (complete policy or intention). This ensures adequate time for the member associations to implement the changes for their organization however the Ringette Alberta Board reserves the right to implement policy changes at any time where it deems it appropriate.
- 23.4.5.5.2 Each policy will contain the implementation timelines and any potential grandfathering issues.
- 23.4.5.5.3 Policies will be reviewed every five years as a minimum unless a more frequent schedule is dictated within the Policy. Policies do not have an expiration date and thus remain in effect until rescinded or modified

## 23.5 References

Ringette Alberta Bylaws