



1. Administration

No:17

Policy Title: Administration of Policy and Procedures
Date Approved: January 19th, 2020

Purpose

1. The Board of the Nova Scotia Curling Association requires that all policies and Procedures be current and suitable for NSCA's operation and support of the member clubs.

Guiding Principles

2. All Policies & procedures adopted by the NSCA Board will be formally approved by a vote of the Board and all modifications, changes or revisions will similarly be approved. No change to policy, or associated procedures may be implemented or made operational without prior approval. All policies must be audited for compliance and reviewed at least once every three years.

Methods

3. **Policy Committee:** The Board will create a Policy Administration -committee, chaired by the Vice-President and comprised of at least two other members of the Board. The Executive Director will be an ex-officio, non-voting member of this committee.
4. **Soliciting input for Policy Development:** Suggestions for new policies or for revision to existing policies will be solicited from member associations, Board members, NSCA employees, or other interested party. Proposals for new policies or for revision will be brought to the Board, at the next scheduled meeting, for acceptance. When the policy development proposal is presented to the Board, the Policy Committee will provide a recommendation for approval or not and will provide an estimate of the required time and a requested budget, where required, to develop the policy, bylaw or changes.
5. **Policy review:** Existing policies and procedures must be reviewed by the Policy Committee at least once every three years in order to ensure currency and appropriateness. Each year, prior to the AGM, the Policy Committee will select the oldest one third of the existing policies and place them on their list for review that year. The list will be announced to the member clubs at the AGM. Should the policy review determine that changes are required, the process for Input from Member Clubs and interested parties and the processes of communication and approval outlined below will be followed.
6. **Policy Audit:** Once each year, prior to the AGM, the Executive Director will provide to the Board of Directors a report outlining which of the Board's policies have been followed or not

and how exemptions were handled. This report will provide input for the deliberations of the Policy Committee in considering revisions or a requirement for a new policy draft.

7. **Input from Member associations:** When the Board has approved the development of a new policy or Procedure, or a change to an existing one, the Chair of the Policy Committee will communicate with the Presidents of the Member Clubs to inform them of the impending policy changes and to solicit their input. All input received will be considered by the Policy Committee.
8. **Outside assistance:** Where a policy matter requires expert or special knowledge and the Policy Committee feels that they do not have that knowledge or expertise, they may bring an additional party into their deliberations. Such an additional party may be from a member club, a legal practitioner where necessary, or a consultant.
9. **Draft for community consideration:** The draft policy, or revision to existing policies will be posted for comment for at least 10 days prior to planned approval. Input may be taken from NSCA Board members, Employees and Member Clubs. Any input from Member Clubs must be submitted by the Club President.
10. **Board Approval:** The draft policy, or revisions and an associated implementation plan (including dates, time and implementation responsibilities) will be submitted for approval to the Board along with a brief report outlining the input received from the community consideration process. The Board may, at that time approve the policy, approve with modifications or reject it. The Board will consider the implementation plan for approved policies or procedure-and approve or approve with modifications.
11. **Communication:** Upon approval of a new or revised policy or procedure, the Executive Director will communicate with all member clubs and other interested parties (Curling Canada) to inform them of the new policy and the implementation plan. The new policy will be placed on the NSCA website.