



Policy Administration

Policy Category	Governance
Policy #	1.06
Approved Date	February 22, 2026

Purpose

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.

Policy Statement

1. All Policies 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.
2. Procedures will be updated at the discretion of the Executive Director, Board of Directors or a combination of either without consultation as long as the procedures remain in compliance with their related Policy or Policies.
3. The Board will create a Policy Administration committee, chaired by the Vice-President of Organizational Effectiveness 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. The Committee may also include members outside of the Board or Staff. The committee will create, and have approved by the Board, Terms of Reference.
4. Existing policies and procedures must be reviewed by the Policy Committee at least once every three (3) years in order to ensure relevancy and appropriateness. Each year, after 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. Should the policy review determine that changes are required, the process for Board Consultation and Linkages with Member Clubs will be followed and the processes of communication and approval outlined below will be followed.
5. During the course of regular policy review, the Policy Committee will communicate with the Member Clubs to solicit suggestions for new policies or for revision to existing policies. Board members, NSCA employees, or other interested parties will also be consulted. Proposals for new policies or for revision will be brought to the Policy Committee for review and revision.



6. 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. When the Policy Committee has developed a new policy, 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. 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. The draft policy, or revision to existing policies will be distributed for comment for at least 30 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 or delegate.
10. 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 and approve or approve with modifications.
11. Upon approval of a new or revised policy or procedure, the Executive Director will communicate with all member clubs and other interested parties to inform them of the new policy and the implementation plan. The new policy will be placed on the NSCA website.