



POLICY DEVELOPMENT

Definitions

1. The following terms have these meanings in this policy:
 - a. **Governance:** Governance refers to the way in which an organization ensures that it functions as it should, including the various processes, systems, and controls that are employed.
 - b. **Good Governance:** Achieving the desired results in a manner consistent with organizational values and accepted social norms through the implementation of good decision making processes.
 - c. **Policy:** A Policy is a general description of the boundaries within which Volleyball Canada will conduct activities, manages programs, and provides leadership toward the achievement of its goals and objectives.
 - d. **Policy Statement:** The Policy Statement is a brief statement expressing Volleyball Canada's commitment.
 - e. **Provisions:** Provisions define what is to be done in a specific, step-by-step manner. Provisions generally address who will carry out the described responsibilities, who is accountable, and any eligibility criteria, selection, appeal or approval processes. As Policies address a wide diversity of issues, the number of Provisions that are required for a Policy will vary depending upon its complexity and scope.
 - f. **Active Members:** All categories of membership defined in the Volleyball Canada bylaws.
 - g. **Individuals:** Registered participants including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team management, health care and other staff.

Policy Statement

2. Volleyball Canada is committed to the highest standards of Good Governance and transparent process in Policy development.

Purpose

3. This Policy outlines Volleyball Canada's commitment to Good Governance, and transparent Policy development. It provides guidelines for how the Volleyball Canada Board of Directors develops and approves organizational policies.
4. Good Governance is vital to the effective and efficient operation of Volleyball Canada.
5. Policies provide a guide for consistent action throughout Volleyball Canada. They have enduring and wide-ranging impact.
6. Policies come in many forms and serve many purposes. Volleyball Canada believes that Policy development is the most significant Board priority. Due to their wide-ranging impact, Policies will:
 - a. Express the values and philosophies of the organization.
 - b. Provide direction to Volleyball Canada.
 - c. Serve as guidelines for carrying out action.
 - d. Benefit from the fullest possible deliberations in their design and revision.

Scope and Application

7. The Board of Directors is responsible for developing, maintaining and approving organizational Policies that identify Volleyball Canada's mission and strategic priorities, set boundaries for



activities and services to be provided, Active Members or Registered Participants to be served, and establishes principles to guide all actions while defining Active Members' and or Registered Participants' rights and privileges. In addition to responding to immediate needs, the Board must be proactive in determining future Policy requirements.

8. The Board of Directors will work with the Chief Executive Officer (CEO) and Volleyball Canada staff on issues and problems that may require Policy development, elimination or refinement.
9. Anyone aware of an immediate or future need for Policy development should advise the Chief Executive Officer, or the Chair of the Board of Directors, in order that an appropriate process may be initiated.
10. The CEO is responsible for the implementation of this Policy.
11. This Policy applies to all Policies developed by the Board of Directors

Provisions

12. A Policy should generally be initiated for those issues that are significant to Volleyball Canada, are applicable to Volleyball Canada as a whole, are expected to remain constant, require action on a recurring basis, are sensitive in nature, and/or require a statement of intent.
13. The process for developing Policies should ensure the best possible information is used to formulate the Policy. Information should be developed by consulting with those members who will be affected and by using relevant expertise and examples. The process of Policy development should allow sufficient time to consider alternatives and implementation. The length of time required for the development of a Policy will depend upon its nature.
14. The Board will use the following checklist to evaluate the comprehensiveness of a Policy:
 - a. It is philosophically based and states what is believed, valued and desired by Volleyball Canada.
 - b. It is a general statement of the Board's belief on a certain matter.
 - c. It clearly states what is required of the Board, committees or staff.
 - d. It clearly states why certain things are required.
 - e. It constitutes a clear basis for the development and implementation of guidelines, procedures and rules.
15. Each Policy must provide clear direction to the Board, committees and staff, but does not necessarily prescribe methods for arriving at the result.
16. Each Policy should permit the Board, committees and staff to interpret it in such a way as to adjust for changing conditions without requiring constant changes to the Policy.
17. Each Policy should provide a standard for evaluating the performance of the Board, committees and staff.
18. Policies may not be considered unlawful or immoral in violation with Federal Law, the *Canada Not-for-Profit Corporations Act* or Volleyball Canada's Bylaws and Code of Conduct, and must be consistent with funding and regulatory source requirements including Government, Sponsors, FIVB, NORCECA, Canadian Olympic Committee, Canadian Paralympic Committee, etc.
19. Each Policy will be approved by the Board of Directors at a regularly scheduled meeting of the Board.



20. In the event that a Policy is required to guide decision-making before the next regular Board meeting, approval of the Board may be obtained by a telephone conference call, or by polling all available 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.
21. Decision-making outside a Board meeting will be via written resolution in accordance with the *Canada Not-for-Profit Corporations Act*.
22. Policies approved between meetings will be reviewed at the next meeting of the Board of Directors.

Communications

23. This Policy must be effectively communicated to those who will be responsible for its implementation and to all employees who may be affected by it.
24. The Policy will be communicated broadly and Volleyball Canada will provide suitable education about the Policy.
25. The current version of all Policy documents will be maintained by the Volleyball Canada national office.
26. Policy documents will be prepared in the standard format as approved by the Board of Directors.

Review

27. This Policy will be reviewed at least once every two years, or as decided by the Chief Executive Officer and/or the Volleyball Canada Board of Directors.
28. This Policy will next be reviewed in February 2018.

Approval

29. This Policy was approved by Volleyball Canada's Board of Directors on February 28, 2017.