



Leeds Minor Hockey Association

POLICY NAME:	Policy Development and Approval
POLICY NUMBER:	P15
DATE CREATED:	August 2024
DATE FOR REVIEW:	August 2025
DATE APPROVED:	September 2, 2024

POLICY

Leeds Minor Hockey Association Policy Review Committee ensures the development, maintenance, approval and revision of policies and procedures. The Executive Committee approves all policies and procedures.

All policies will be published on the LMHA website.

All policies shall be reviewed annually.

All policies will be formatted using the standard LMHA policy template.

The development of policies and procedures will:

1. Be in response to a need (as identified by members, volunteers and/or players/parents).
2. Be in response to a mandated action, or existing or emerging community or funder need/issue.
3. Be consistent with the Organization's beliefs, vision, and mission.
4. Be written and explicit in their meaning, using plain language.
5. Comply with pertinent regulations and statutes.
6. Take effect on the date of approval (unless otherwise stated).
7. Be readily available, as applicable to members, volunteers, and/or players/parents.

PROCEDURE

Upon annual review of policies, a Policy Review Committee will be constructed consisting of the following members at minimum:

- President
- Vice President
- Rules and Discipline
- As well as other interested members

The review and revision of policies and procedures will:

1. Be performed on an ongoing basis, but not less than annually. The scheduling of the review dates should be set to allow adequate time for the revision and approvals process. Policies and procedures may be reviewed at any time if the need arises, or as necessary.
2. Be prepared by and under the direction of a designated "Policy Owner", in most cases Rules and Discipline.
3. Policy Owners are responsible for reviewing existing Hockey Eastern Ontario policies and relevant mandates prior to development/review to ensure consistency and to prevent duplication. In general, policies must not cover the same material as statutes and regulations; although in some cases, it may be desirable or necessary to have a policy explain how the mandate is to be implemented.
4. All policies under development or revision must be marked "Draft" and changes made using the "track changes" function.

5. All revised policies are to be reviewed by the Policy Review Committee prior to going to the Executive Committee for approval. It is the responsibility of the Policy Owner to gather input as necessary from those affected by, or interested in, the policy change(s).
6. Approval of all policies requires quorum plus 1.