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| TITLE | 2.1 Policy Development and Review Process |
| CATEGORY | Administration |
| EFFECTIVE DATE | December 3rd, 2024 |
| DATE OF LAST REVIEW | NEW |
| ADOPTED ON | December 3rd. 2024 |

1. PURPOSE

This process ensures consistency in the creation, approval, and review of policies and procedures for Pickleball Moncton Inc.

2. POLICY

- 2.1 The Board of Governance and the General Manager (GM) identify topics requiring policies.
- 2.2 The GM collaborates with relevant groups and sources to gather appropriate and relevant information for the policy, working closely with the board member responsible for that area.
- 2.3 All policies and procedures are drafted using the Pickleball Moncton Policy Template (Appendix A).
- 2.4 The draft policy is shared with the Policy Committee for feedback. This committee includes the GM and board members responsible for governance, communications, and membership. At least two members of this group must be bilingual.
- 2.5 After incorporating feedback, the revised draft is submitted to the Board Chair for additional input.
- 2.6 The final version of the policy is presented to the Board of Governance for approval.
- 2.7 All policies are made available in both official languages.
- 2.8 Policies are reviewed every three years or as needed to ensure they reflect the club's operations and governance needs. Once approved, policies replace any related motions or previous policies documented in past board minutes.
- 2.9 The GM retains copies of all previously approved policies for legal and historical purposes, even after revisions are made.

3. PROCEDURE/REQUIREMENTS

- 3.1 Formatting: Policies must use Cambria font, size 11.
- 3.2 Mandatory Policy Elements:

- **Purpose:** Explains the reason for the policy and its goals.

- **Policy:** Describes how the club will address the subject matter.
- **Responsible:** Identifies the roles responsible for implementing the policy.

3.3 An optional section may be included for procedures, requirements, or prerequisites related to the policy.

3.4 Number all policy and procedure statements for easy reference in discussions or correspondence.

3.5 Write statements in the active present tense whenever possible.

3.6 Use position titles instead of individual names (e.g., "General Manager" or "Board Chair") to reduce the need for revisions when personnel changes occur.

3.7 Use the official abbreviation "PBM" for Pickleball Moncton Inc. Define any additional abbreviations when first introduced (e.g., "Pickleball New Brunswick – PBNB").

3.8 For multi-page documents, number pages as "Page 1 of 2," "Page 2 of 2," etc. Appendices follow the same rule.

3.9 Apply a "Draft" watermark (available in the design section) to all policies until formally approved.

4. RESPONSIBILITY

The General Manager is responsible for ensuring this policy process is followed.
