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BCSA Policy for Policy Development

BCSA Board, Approved on September 23rd, 2018.

1. OBJECTIVE

1.1. To provide guidelines for how the Board develops and approves organizational policies for BCSA.

2. DEFINITIONS

2.1. Policy: A policy is a general description of the boundaries within which BCSA conducts activities, manages programs, and leads the Association toward the achievement of its goals and objectives.

2.2. Objective: The policy objective explains the purpose of the policy.

2.3. Principles: Principles identify the values and beliefs which are the basis of the provisions of the policy.

2.4. Policy Statement: The policy statement is a brief statement expressing the Association's commitment.

2.5. Provisions: Provisions define what is to be done in a specific, step by step manner. Provisions would generally address who will carry out provisions, who is accountable, and any eligibility criteria, selection, appeal or approval processes. As policies address a wide diversity of issues, the number of provisions which are required for a policy will vary depending upon its complexity and scope.

3. PRINCIPLES

3.1. Policies provide a guide for consistent action throughout the Association. They have enduring and wide-ranging impact. Without policies, the membership will not know where the Association is headed or how it will get there.

3.2. Therefore, the Board of Directors believes the development of policies is the major priority of the board. Due to their wide-ranging impact, policies should benefit from the fullest possible deliberations.

4. POLICY STATEMENT

4.1. BCSA is committed to a standard process for policy development.

5. PROVISIONS

5.1. Initiating Policy

5.1.1. The Board must not only act when it knows a need exists but must also be proactive in determining future policy needs. Similarly, anyone aware of an immediate or future need for policy should advise the President, Executive Director or relevant committee chair in order that an appropriate process be Initiated.

5.1.2. A policy should generally be initiated for those issues that are significant to the Association; are applicable to the Association as a whole, are expected to remain constant; require action on a recurring basis; are sensitive in nature and require a statement of Association intent.

5.2. Approving a Policy

5.2.1. Whenever possible, a policy will be approved by the Board of Directors at a meeting of the Board.

5.2.2. In the event a policy is required to guide decision-making before the next Board meeting, approval of the Board may be obtained by a telephone conference call, or by polling all individual board members by telephone, 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.

5.2.3. Policies approved between meetings will be reviewed at the next meeting of the Board of Directors.

5.3. Types of Policies

5.3.1. The Board of Directors can set organizational policy in any areas affecting Association activity, including the following:

- a) Administration f) Human Resources
- b) By-Laws g) Membership Rights and Privileges
- c) Communication/Marketing i) Organization Structure
- d) Finances j) Strategic Direction
- e) Governance k) Partner Influenced
- l) Others to be defined

5.4. Policy Development Process

5.4.1. The process for developing policies should ensure the best possible information is used to formulate the policy. Information should be developed by consulting with Association members who will be affected and using relevant expertise and examples. The process of policy making should allow sufficient time to consider alternatives and their implications. The length of time required for the development of a policy will depend upon its nature.

5.4.2. The process for developing a policy will generally include the following steps:

- a) Identify and define the issue for which a policy is needed.
- b) Determine if other policies cover the situation or if existing policies could be revised modified to address the issue.
- c) Identify the objective of the policy—the purpose the policy will serve.
- d) Identify the Director (position) who will work collaboratively with the Executive Director to coordinate the development of the policy.
- e) Collect relevant information and consult, as necessary, to prepare a preliminary draft of the policy.
- f) Present the preliminary draft to the board of directors for their review and agreement.

g) Consult with those affected by the policy, collect additional information, and request any feedback required to complete the subsequent drafts of the policy.

h) Prepare a final draft for board approval.

5.4.3. 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 the Association.

b) It is a general statement of the board's commitment on a certain matter.

c) It tells what is wanted of a board, committee or staff.

d) It tells why certain things are wanted.

e) It constitutes a clear basis for the development and implementation of guidelines, procedures and rules.

f) It provides positive direction to the board, committees and staff, but does not prescribe methods for arriving at the result.

g) It permits the board, committees and staff to interpret it in such a way as to adjust for changing conditions without making any basic changes in policy.

h) It provides a standard for evaluating the performance of the board, committees and staff.

5.5. Communication

5.5.1. Once the policy is approved, it will immediately be communicated through appropriate mediums as required to those who will be responsible for its implementation and employees who will be affected.

5.5.2. The policy will be communicated broadly and the Association will provide suitable education about the policy. Education may range from an explanatory memo to a forum at the annual meeting.

5.5.3. The current version of all policy documents will be maintained by the provincial Office.

5.5.4. Policy documents will be prepared in the standard format as approved by the

board of directors.

5.6. Review

5.6.1. Policies will be reviewed according to the schedule provided in each policy and at a time set aside by the board to review policies in effect. All Association policies must undergo a substantive review every five years (or earlier if required).

6. REVIEW AND APPROVAL

6.1. The British Columbia Sailing Association Board of Directors and Executive Director shall review this policy every five years.