



# Policy Statement

## 1. POLICY STATEMENT

Pickleball Canada has written policy describing how the Board of Pickleball Canada develops and approve policies pertaining to Pickleball Canada

## 2. CONTEXT/BACKGROUND

Policies provide direction to the organization that assist in achieving its objectives as described in its bylaws and strategic plan. A standardized process for policy development:

- Allows for prioritization of policy development by the Board;
- Provides an avenue for others to bring issues to the Board requiring policy development;
- Demonstrates to Pickleball Canada members and others how policy is developed and who is responsible for policy decisions within Pickleball Canada.

## 3. APPLICATION

This policy applies to all policies developed and approved by the Board of Pickleball Canada.

## 4. COMING INTO FORCE TBD

## 5. ROLES/RESPONSIBILITIES

### 5.1 Initiating Policy

- Anyone who is aware of a current or future need for policy for Pickleball Canada may make a request either in writing or verbally to the President or any other Board member to review the need for the policy. Click [HERE](#) for a list of contacts.
- The Board of Pickleball Canada considers all requests for policy and is responsible for determining what policies will be developed and when they are to be developed.

### 5.2 Developing Policy

- Policy is developed on behalf of the Board based on the best information available
- Wherever possible, Draft Policy is available for review and feedback by the members of Pickleball Canada affected by the policy.

### 5.3 Approving Policy



- The Board of Pickleball Canada is solely responsible for approving all policies relating to Pickleball Canada.
- Wherever possible, policies are approved at a scheduled meeting of Pickleball Canada.
- Where it is not possible to wait for the next scheduled meeting to approve a policy, individual members of the Board may be polled by electronic communication.
- Board members are given adequate time to review proposed policies, contingent upon the complexity of the policy issue, and any relevant deadlines.
- The President of Pickleball Canada is the final decision maker regarding the time required to review and approve policies and the number of Board members required to approve policies.

#### 5.4 Communicating Policy

- The Board of Pickleball Canada is responsible for communicating any new policy to those who are responsible for implementing the policy or affected by the policy.

#### 5.5 Implementing Policy

- While the Board of Pickleball Canada has ultimate responsibility for implementing policy, the Board may delegate some or all responsibility of policy to any individual or group of individuals.

#### 5.6 Review and Evaluation of Policy

- Policy is reviewed by the Board on an annual basis and revised as required.
- The Board may direct an evaluation of a policy at any time to determine whether a policy has been implemented and/or whether a policy is meeting its intended purpose and results.

### 6. IMPLEMENTATION

The Board of Pickleball Canada is responsible for implementing this policy.

### 7. RESULTS

- The Board follows a consistent process for developing and approving policy.
- Members of Pickleball Canada are aware of how policy is developed.
- Policy is communicated to those who are those who are impacted by the policy.