



<b>ORIGINATION DATE:</b>	<b>February 2014</b>
<b>LAST DATE OF REVIEW OR REVISION:</b>	<b>February 2014</b>
<b>APPROVED BY:</b>	<b>Chatfield Girls Lacrosse Board of Directors</b>

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**TITLE: Policy Development & Maintenance**

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**RECITATIONS**

The Board of Directors recognizes the importance of policies and procedures in governing the management of its business and strategic direction.

**PURPOSE**

To outline relevant procedures supporting the proper development and maintenance of organizational policies, procedures, and guidelines.

**SCOPE / PERSONNEL**

Board of Directors, Members, Players & Coaches

**DEFINITIONS**

*Policy* – A defined position on an issue, or course or method of action, deemed appropriate or acceptable by management.

*Guideline* – General instruction guiding or outlining expected the behavior of a prudent person acting on behalf of the organization.

*Procedure* – Stepwise instruction as to the particular way of accomplishing a particular aspect of the organization’s business.

**POLICY**

The Board of Directors shall promulgate such policies, guidelines, procedures (collectively referred to as “policies” henceforth) necessary to effectively operate the organization in an ethical and compliant manner. Organizational policies shall be approved by the Board of Directors and reviewed periodically. Archival records of policies approved and revised shall be retained in the organization’s collection of historical documents and maintained as such in perpetuity.

**PROCEDURES**

1. An approved standard format will be employed in the development of policies.
2. Once approved, the organization’s Secretary (or designee) will publish policies in a manner suitable for reference. The Secretary will also archive policies in the organization’s historical recordkeeping system.
3. Policies will receive appropriate review and stakeholder input prior to approval.
4. Established policies shall be reviewed, updated or retired periodically by board leadership (i.e. when a new club president takes office, or as may be required when outmoded, or otherwise warranted).

# CHATFIELD GIRLS LACROSSE | CORPORATE POLICY DOCUMENT

**REVIEWED BY**  
Board of Directors

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