

Oshkosh Youth Hockey Association

Policy 001 - Policies



Approved By: Board of Directors

Date Approved: August 8, 2023

Posted On: August 8, 2023

Objective

This policy serves multiple purposes.

1. To provide tips, tricks and best practices for authoring policies.
2. To provide a basic template for the various policies related to the business of the Oshkosh Warbirds Youth Hockey association. At a minimum any policy should include the headings in this policy, but more may be helpful depending on the policy.
3. To provide a naming convention and index.

Storage

Editable document formats of this policy shall be stored in an easily identified and secure directory within the approved Google Drive. A PDF of the latest approved revision must be made available on the Association's website in an easily identified and readily available location. All policies created should include instructions for storage.

Access

1. Revisions shall be accessible to all Directors and Officers for the purpose of historical tracking and future versions.
2. A PDF of the latest approved revision shall be accessible to the public through the association's website.

Definitions

Editable document - A Google Doc, MS Word Doc or other word processing document that is easily updated.

Index - A Google Sheets, spreadsheet, table or other list that allows for easy searching and identification of a list of items.

Date approved - the date when the Board of Directors approved the policy.

Date posted - the date the policy was published to the website.



Policy

1. Need
 - a. Policies are a key method for documenting the association's values, standards and rules.
 - b. Consider authoring policies to outline the appropriate course of action or establish consistent ground rules for common or uncommon situations. Policies may also be needed when required by various statutes.
2. Authors
 - a. Most commonly, Directors and Officers would author policies.
 - b. Members in good standing, including coordinators may also suggest or author policies. In the case of a member authored policy, the member would provide the document to a Board member to sponsor. That board member would then be responsible for representing the policy.
3. Approval Process
 - a. Policies must be voted and approved by the Board of Directors at a Board meeting.
 - b. The author should provide the Board of Directors with a policy draft on the accepted template for review no fewer than one week prior to a meeting of the Board of Directors, as well as a request to the Board President and Secretary to add it to the agenda.
 - c. The policy author shall make the initial motion in the Board meeting.
 - d. Once approved, the index should be updated, an editable file deposited in the policy director and the PDF version should be supplied to the Website Coordinator.
4. Main Points
 - a. The main points of the policy should cover who or what situations it applies to, when it applies, what the outcome(s) are, and any appeal process when applicable.
 - b. The policy should cover both the common situations to ensure consistency as well as uncommon situations for guidance.
 - c. The policy should outline information holders, decision makers and impacted parties as well as timelines and milestones.
 - d. An appeal process, when applicable, should be included to document when and how an appeal can be made should it be deemed necessary.
5. Naming



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- a. Policy names should be easily recognizable and referenced. Therefore, the following Policy naming nomenclature shall be used “Policy NNNN - *Title*” where NNN is a three digit number immediately succeeding the number of the prior policy. A is an alpha character placeholder for version history, A being the created revision, B being the first next revision, and so on. The policy number and revision shall be assigned by the Secretary.

6. Index

- a. A file index should be kept in the directory with the editable revisions for easy tracking. The index shall be maintained by the Secretary. An example index is here.

	A	B	C	D	E
1	Number	Name	Latest Revision	Last Edited	Purpose
2	001	Policies	A	7/16/23	To provide a template and guidance for creation and storage of policies

7. Conflicting Policies

- a. In situations where a policy conflicts with the association's Articles of Incorporation and/or the By-laws, the Articles of Incorporation and/or By-laws stand.
- b. Should a policy conflict with Wisconsin Amateur Hockey Association or USA Hockey's, WAHA and USA Hockey's stand.
- c. Should a Oshkosh Hockey policy conflict with another internal policy, the earliest released policy will stand.

Appeal Process

Not applicable in this instance. Some policies may have an appeal process, for example when a decision is made by a subcommittee an appeal process may include (but is not required) a review by the Board of Directors. When an appeal process is not approved, deemed necessary, or irrelevant, a simple statement similar to “Any decision of this committee/policy is considered final with no appeal process” is appropriate.