



# BOWLS CANADA BOULINGRIN

## GOVERNING DOCUMENTS REVIEW POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) “BCB” – is Bowls Canada Boulingrin
  - b) “Registered Participants” – Refers to all categories of individual participants and/or registrants who are subject to the policies of BCB, as well as all people employed by, contracted by, or engaged in activities with BCB (competition, training, camps, treatment or consultations, travel, the office environment, and any meetings or social events, etc.) including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents / guardians / spectators specific to and limited to BCB sanctioned Events, or Directors and Officers. Notwithstanding the foregoing, and for greater certainty, the Independent Third Party, or any other person retained by BCB to administer the Discipline & Complaints Policy, or Appeal Policy, is not a “Registered Participant”. This clarification, or in the alternative, revision, of the definition of Registered Participant (including “Participant” under prior iterations of BCB’s policies), shall have retroactive application.
  - c) “Policy Registry” – Refers to list of current policies with date of last review, date due for review, and type of review required (external or internal).

### Rationale

2. BCB policies articulate the organizations’s vision, strategy, and principles as they relate to the sport of lawn bowling. Further, BCB policies also ensure compliance with applicable laws and regulations, promote operational efficiency, and manage institutional risk by specifying requirements and standards for the consistent management of the sport of lawn bowls across Canada. This BCB policy framework specifies:
  - Structure and criteria for what should be categorized as a BCB policy, guideline, or standard
  - A process for initiating, reviewing, approving, and expiring BCB policies

### Authorization and Scope

3. The responsibility for BCB policy management is assigned to the Governance Committee. This includes:
  - Coordination of BCB policies and underlying development, dissemination, and education
  - Review and analysis of existing policies for continued applicability and effectiveness.
  - Interpretation of current policies related to specific issues, situations and incidents.
4. The BCB policy framework covers all provinces across Canada and all registered participants

### Principles

5. The BCB policy structure and process reflect the following principles:
  - a) Policy work shall be initiated when there is a compelling need for new or revised policy. Triggers may include new rules for the sport of lawn bowling, new laws or regulations, or operational or compliance needs that are not appropriately covered by existing policies or guidance.



# BOWLS CANADA BOULINGRIN

- b) BCB Policies articulate the organization's values, principles, strategies, and positions relative to the sport of lawn bowling. They are designed to guide organizational and individual behavior and decision making. BCB policies are mandatory. All new or substantially revised policies, once approved by the Governance Committee, will be submitted to the Board of Directors for final approval.
- c) Policies and guidance shall be credible, implementable, enforceable, and sustainable. Impact analysis should be included in the policy planning and review processes.
- d) BCB policy development will be accomplished via individual workgroups convened to address specific topics. Each team will include appropriate subject matter experts. The CEO will provide a central coordination function to ensure consistency and to address policy dependencies.
- e) The policy development process will be transparent. Input from stakeholders will be addressed and/or incorporated throughout the process. Preliminary/interim policies and guidelines will be posted and disseminated to solicit feedback.
- f) The policy development process will be flexible. Circumstances may necessitate the publishing of best practices as a stop-gap to provide immediate guidance while a policy is being developed, vetted, and approved.

## BCB Policy Life Cycle Process

### 6. Identification, Planning and Initiation

- Identify compelling need for new or updated policy/guidance. Drivers may include new regulatory requirements, operational needs and identification of current issues or gaps.
- Obtain approval to proceed with draft policy
- Prioritize and schedule policy work as per the Policy Registry.

### 7. Development, Review, and Approval

- Draft initial or review of policy shall be provided by identified individuals on the Governance Committee.
- Determine if there is the need for an external reviewer such as Sports Canada
- Incorporate initial feedback
- Distribute to a group who are directly impacted for review and input
- Review and, where appropriate, incorporate feedback
- Present to Governance Committee for approval
- Present to the Board of Directors for final approval

### 8. Compliance, Review and Maintenance

- Monitor compliance and effectiveness of implemented policy
- The Policy Registry will track all policies and governing documents, last revision of policy, review dates, and if an external reviewer is required
- Reviews
  - Bylaws should be formally reviewed every three years,
  - Policies should be formally reviewed every three years or more often if necessary
  - BCB's Human Resource Manual should be reviewed annually



# BOWLS CANADA BOULINGRIN

## 9. Policy Retirement

As part of the maintenance and review process, policies, standards, and/or guidelines may be identified as out-of-date or no longer needed. They will be retired via the same process by which they were approval

### **Policy History**

*Original Approved Date: March 2025*

*Reviewed and updated:*

*Next Review Date: 2028*