

viaSport Policy Framework (an Internal viaSport document)

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Introduction

viaSport is a nonprofit registered society governed by a volunteer Board of Directors, in accordance with the organization's Bylaws. The Board, via the Chair, assigns the leadership and management of the organization to the CEO who is supported by Staff.

viaSport operates in a complex environment. Through an annual contract, viaSport must align with the Ministry of Tourism, Arts, Culture and Sport, and the overarching priorities of the BC Government to develop and implement strategies and supporting policies that steward the development, promotion, and growth of amateur sport in British Columbia in its widest sense.

The viaSport Policy Framework ('the Framework') has been developed to support viaSport as we continue to strive to be more effective in our role.

Why do we have Policies?

Policies form an important component of viaSport's governance model and assist in developing the layers of oversight for the organization and supports the framework for the amateur sport sector ecosystem.

Purpose

The purpose of the Framework is to ensure a common understanding and consistent approach to policy governance and management by:

- Defining the process for development, approval, revision, and retirement of a policy.
- Defining the different types of policies.
- Defining the approval levels for each type of policy.
- Establishing a regular review cycle for all policies.
- Outlining the roles and responsibilities for development, approval, revision and retirement of a policy.
- Establish the ownership of the policy framework.

Objectives

- Align to strategic objectives
- Comply with laws and regulations
- Manage risks
- Foster knowledge sharing
- Improve trust and transparency
- Empower staff to work within policies and provide guidance for decision making
- Streamline and improve work processes

Application

This framework applies to all policy instruments in all stages of their life cycle pertaining to viaSport's functions. This framework supersedes any previous policy development document published by viaSport.

Policy Types

There are two types of viaSport Policies.

Policy Type: Governance

Approval Level: Board of Directors

Governance Policy Criteria:

- Are required by legislation or compliance
- Support viaSport's strategy, vision, mission, and values
- Support the development of the Board
- Manage organizational risks
- Strengthen financial reporting and controls
- Bolster social responsibility

Policy Type: Operational

Approval Level: CEO

Operational Policy Criteria:

- Support the day-to-day operations of viaSport
- Bolster viaSport strategies or are required by government or partners (i.e., CAC/NCCP etc.)

Policy Structure

Policies provide a pattern of direction for the management of the organization and are limited to matters of organization-wide application addressing risks and priorities. Due to their importance, policies require a high-level of scrutiny and control (which is provided through this Framework).

What isn't a Policy?

A policy is **not** related to the general application of every day decision making nor is it business processes or procedures.

Definitions (and included in each policy as Policy Headings/Sections)

Policy Statement:

- General statement of intent that supports viaSport's strategy and vision.

Purposes:

- Statement regarding the purpose of the policy and importantly who it applies to.

Standards:

- Specific controls, rules or model that must be adhered to comply with Policies Specifies uniform method of support for policies.

Definitions:

- Any specific definition required to provide clarity to the policy.

Guidance and/or Guidelines:

- Recommendations/best practices that support Standards in Policy.

Applicable Operational Procedures:

- Provides further clarity Step-by-step directions to perform desired actions

Governance Policies: Roles and Responsibilities

Development

- The Board, a viaSport Committee, the CEO or staff may propose a new Governance Policy, retirement of an existing Governance policy or a change to a Governance policy through a Policy Form. The Policy Form will include:
 1. The current text of the existing policy (if a policy is being revised or retired).
 2. The proposed text for the policy.
 3. The reason or rationale for revision, retirement, or creation of a policy.
- All Policy Forms shall be submitted to the viaSport's COO.
- viaSport's COO will determine the owner and/or appropriate committee (if any) to review Governance Policies.
- The Policy Forms, will be brought forward to the Standing Committee at the next applicable meeting.
- The Standing Committee will review, provide feedback, and approve any recommendations to the Board on amendments to Governance Policies.
- viaSport's COO will consolidate all feedback and submit drafted policy to the CEO for submission, on behalf of the appropriate Standing Committee, to the Board for approval.

Approval

- Governance Policies will be considered for approval by the Board at a regular meeting of the Board.
- When approving a Governance Policy, the Board must establish the effective date of the Policy.
- Governance Policies must be approved in its entirety.
- Within 30 business days of approval the CEO, or designated, will share all policies with the Board, staff, and relevant stakeholders and/or post on the viaSport website.

Review

- Governance Policies shall be reviewed by the Board every two (2) years at the January Board meeting.
- Non-material changes to a Governance Policy may be done by the COO and communicated to the Board by the CEO.
- A Governance Policy shall remain valid until such a time as the review is concluded by the Board.
- Within 30 business days of approval the CEO, or designated, will share all policies (if there have been changes) with the Board, staff, relevant stakeholders and/or post on the viaSport website.

Retirement

- A policy may be retired when it:
 - Is no longer legislatively or statutory compliant.
 - No longer aligns to a viaSport strategic or business objective.
 - Is in conflict with viaSport's Bylaws or a government initiative of directive.
 - Gains approval for retirement by the Board of Directors
- viaSport's COO will determine the owner and/or the appropriate committee (if any) to review the Policy Form proposing retirement of a policy.
- Within 30 business days of receiving the Policy Form or at the next applicable meeting, the owner and/or appropriate committee (if any) will review and provide feedback on the retirement of the Governance Policy.
- viaSport's COO will consolidate all feedback and submit recommendation to the CEO.
- viaSport's CEO will submit final recommendation to the Standing Committee for recommendation and approval to the Board.

Operational Policies: Roles and Responsibilities

- The Board, or staff may propose new Operational Policies, retirement of an existing Operational Policy, or a change to an Operational policy through a POLICY FORM. The Policy Form will include:
 1. The current text of the existing policy (if a policy is being revised or retired)
 2. The proposed text for the policy.

3. The reason or rationale for revision, retirement, or creation of a policy.
- All POLICY FORMS shall be submitted to the COO by October 15 of each year.
 - viaSport's COO will determine the owner and appropriate staff to review Operational Policies.
 - Within 30 business days of receiving the Policy Form, the appropriate viaSport staff will review, consult the appropriate staff or Operational Committee (if any), and provide feedback on all Operational Policies before approval by the CEO.
 - viaSport's COO will consolidate all feedback and submit any updated drafted policy to the CEO for approval by December 15 of each year.

Approval

- viaSport's CEO will approve Operational Policies by January 15 of each year.
- Operational Policies will be shared with the Board at the January Board meeting for awareness.
- When adopting an Operational Policy, the CEO must establish the effective date of the Policy.
- Operational Policies must be approved in its entirety.
- Within 30 business days of approval the CEO, or designated, will share all policies with the Board, staff, and relevant stakeholders and/or post on the viaSport website.

Review

- Operational Policies shall be reviewed by the Leadership Team every year in November.
- Non-material changes to an Operational Policy may be done by the COO and communicated to the Board by the CEO.
- An Operational Policy shall remain valid until such a time as the review is concluded by the Leadership Team.
- Within 30 business days of approval the CEO, or designated, will share all policies with the Board, staff, and relevant stakeholders and/or post on the viaSport website.

Retirement

- An Operational policy may be retired when:
 - Is no longer legislatively or statutory compliant.
 - No longer aligns to a viaSport strategic or business objective.
 - Is in conflict with viaSport's Bylaws or a government initiative of directive.
 - Gains approval for retirement by the Leadership Team.
- viaSport's COO will determine the appropriate staff to review the Policy Form proposing retirement of a policy.
- Within 30 business days of receiving the Policy Form, the appropriate viaSport staff will review, consult the appropriate staff or Operational Committees (if any), and provide feedback on the retirement of the Operational Policy.

- viaSport's COO will consolidate all feedback and submit recommendation to the CEO.
- viaSport's CEO will make the final decision and advise the Board of any policy retirement.

The CEO, or designate, is responsible for the communication and implementation of all policy changes into process and procedures.

The COO shall maintain official ownership of the Policy Framework, including:

- Determining the Policy Type and Owner for new policies.
- Maintaining viaSport's Policies.
- Ensuring policy reviews and approvals take place in alignment with the Framework.
- Ensuring that policies meet the requirements of the Framework.
- Reviewing, preparing and submitting material policy changes and new policies as required to the CEO and Board for approval.
- Approving housekeeping and non-material changes to policies through the biennial (every two years) review process.
- Updating the Framework as required and gaining CEO approval for same.
- Utilizing legal counsel and other input where required.
- Ensure appropriate communicate any policy changes occurs with the board and staff, if determined by the CEO with the designated organizations and government.

viaSport Policies

All current viaSport Operational policies are available on:

<https://viasport.ca/policies/>

During the implementation of the Policy Framework in 2024/25, a review of all existing policies will be completed to transition policies into the framework.

Compliance to viaSport Governing Documents

Except where indicated, all Governing Documents of Designated Organizations and their affiliates, shall align with viaSport's Governing Documents.

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