



<b>Policy Name:</b> <b>Policy Creation</b>		<b>Date of Approval</b>	<b>Effective Date:</b>
<b>Approved by:</b> HNO Board of Directors	<b>Prepared by:</b>	<b>Replaces Previous Versions</b> New Policy	
<b>Review Cycle</b> Tri Annual			
<b>Responsible</b> HBO Board HNO Board of Directors	<b>Accountable</b> HNO Board of Directors	<b>Consulted</b>	<b>Informed</b>

**PREAMBLE:**

Policies are Hockey Northwestern Ontario's formal guidelines that prescribe actions, behaviours and processes for its members, directors and staff.

Polices tell us "What we do and why".

Based on regulation, and organization requirements

**POLICY:**

To adapt a standardized layout and procedure for the creation and maintenance of Policies created.

All Policies being created as of March 2025 and all policies upon their review dates will conform to this Policy.

**Font:**

- **TITLES** to be in Arial 11 bold in capitals
- **Subtitles** to be in Arial 11 title case
- body of text to be in Arial 11: sentence case

**Layout:**

Presentation:

- To be presented on HNO Policy Form.

Preamble:

To include a brief description of the need and what is to be accomplished by the policy

Policy:

- The details of what action, behaviour or process is required.
- : - Who does it apply to Example #1: Junior B or Example #2: All Members

**Note:**

The Policy should be a factual representation of the action, behaviour or process that it was created to control.