



# POLICY FRAMEWORK

## 1. SCOPE

This policy dictates how all policies within Eastern Ontario Soccer are developed, approved, and administered. It applies to the EOS Board of Directors, staff, members, registrants, or guardians.

## 2. DEFINITIONS and ABBREVIATIONS

**EOS**  
Eastern Ontario Soccer

**OS**  
Ontario Soccer

**ED**  
Executive Director

## 3. PURPOSE

This policy defines a coordinated and consistent process for the identification, development, approval, dissemination, administration, revision, and rescindment of all EOS Policies.

## 4. POLICY

Policies will be formatted consistently using the EOS Brand Guidelines and will include the following sections in order:

### 1. SCOPE

The Scope of a policy will describe to whom and what the policy applies.

### 2. DEFINITIONS AND ABBREVIATIONS



This section will include explanations of all unfamiliar terms, abbreviations and acronyms.

### **3. PURPOSE**

The purpose of policies will define the intent of the policy.

### **4. POLICY**

The policy section will explain the directives in the policy. It will begin with the EOS Board's position on the subject. The contents of the policy section will reflect the strategic direction of the Board and align with industry best practices. It will also align with Ontario Soccer's Operational Procedures and applicable Provincial and Federal law. It will not overlap or contradict any existing Bylaw, Rule or Policy. Policies will be written in plain language using gender-neutral terms. They will promote DEI and inclusion.

Policies will be created or changed at the board's request or the Executive Director's recommendation. The board must approve all policies, which will then be posted in one location on the EOS website.

Policies will be reviewed every five years to monitor their effectiveness and alignment with the EOS strategic priorities, continued relevance, inclusivity, and adherence to best practices. A policy in review will remain in effect until it is officially amended or rescinded. Policies can only be revoked by Special Resolution of the Board of Directors.

### **5. ROLES AND RESPONSIBILITIES**

This section will describe who is responsible for creating, approving, communicating, reviewing and administering the policy.

### **6. BREACH OF POLICY**

This section will lay out what happens if a policy is breached, the process that will be used to determine any penalties, and who is responsible for carrying out any penalties.

### **7. APPROVALS AND REVIEW**

This section will be the policy version control. The version will be updated with every change and will include the following information:

- Version
- Author
- Date
- Reason for change



## 5. ROLES AND RESPONSIBILITIES

The Board is responsible for overseeing policies and abiding by the policies in their decision-making.

The ED is responsible for researching, drafting, communicating and implementing policies and their related procedures. The ED has the authority to make incidental amendments to policy documents that do not alter the meaning of the policy or change roles and responsibilities, such as grammatical or editorial corrections, definitions, or language changes for clarity. The ED is also responsible for monitoring and addressing compliance with the policies.

When a policy changes, the ED will update the appropriate procedures to reflect the revised policy.

## 6. BREACH OF POLICY

A breach of this policy will generally be in its creation or formatting. In these cases, the EOS Board will be notified, and the policy will be reviewed and updated to meet all requirements.

## 7. APPROVALS AND REVIEW

VERSION	AUTHOR	DATE	REASON FOR CHANGE
1.0	V Lowe	March 26, 2025	Creation and approval