



POLICIES AND PROCEDURES ORGANIZATIONAL MANAGEMENT

SSBC Policies and Procedures Manual #1 of 3

SECTION I – PLANNING

I-1 POLICY: Planning

1. The ~~British Columbia Speed Skating Association~~ **Speed Skating BC** believes that only through careful and deliberate planning can positive growth and development of the organization occur. Both Long Term and Short Term planning are essential to the society.

Rationale:
Update name

I-1 PROCEDURE: Planning

- ~~1. SSBC has two (2) planning meetings a year. The first is usually held in early March/April to complete the Strategic Plan and other documents required by funding agents. The second meeting is held after the Annual General Meeting. This meeting is used to orientate new Board members, modify plans based on AGM discussions and decisions, update information in manuals, and complete additional reporting and accountability requirements of funding agents. SSBC's Executive Director will plan and coordinate the Operational Planning process for each year. This approach should be collaborative with the Staff, Board and the Officials, Coach, Sport, Athlete Development and Risk Management Committees.~~
1. Short Term Planning
 - ~~a. SSBC has two (2) short term planning tools that are used to ensure that the association is staying on track:
 - ~~i. Sport Strategic Work/Action Plan Summary areas identified as being in need of "upgrade" or a "special initiative" in the next season on the Action Item Plan, are listed on the summary with who is responsible and a timeline.~~
 - ~~ii. This document is used throughout the year to ensure the Board has appropriate oversight of the plans.~~~~
 - ~~b. Performance Measures or Indicators have been developed for athlete, coaching, officials, and administrative areas to provide incremental targets and monitor program progress or lack thereof. These also ensure that the Association has identified essential needs and is accountable to complete them.~~

Rationale:
Updated to reflect current procedure.

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- a. The yearly operational plan will be aligned with the Strategic Plan of the Association and the priorities outlined by key funders and affiliated organizations.
- b. The yearly operational plan will include key performance indicators which will be reported to the Board on a regular basis to ensure progress.

1. Long Term Planning

- a. SSBC uses a four (4) year Strategic Plan as the main planning and evaluation tool.
- b. ~~At the Spring Planning Meeting, each Committee and Director provides input into the Strategic Plan component applicable to their portfolio. Through discussion and consideration, areas and priorities are identified for the next four (4) years.~~
- c. ~~At the first planning meeting following the AGM, the Strategic Plan will be reviewed with the new Board Members and changes may be made to reflect the direction that the membership has given through the Annual General Meeting.~~

Rationale:
Updated to reflect current procedure.