

POLICY MEMORANDUM #1, Change 1

From: Executive Committee, OPSU
To: Distribution

Subj.: Establishment of Policy in the Olympic Peninsula Sports Union

Encl.: Policy Memorandum Log

1. This memorandum provides the general and specific requirements for the development, implementation, and revision of policy in OPSU. The purpose of the policy memorandum is to provide concise and clear guidelines for implementing the requirements of OPSU Constitution and the actions of the Executive Committee.
2. Policy not specifically addressed in OPSU constitution will be developed and implemented through a formal "Policy Memorandum" signed by the President of OPSU as the representative of the Executive Committee.
3. A Policy Memorandum will only be good for one year from the date of issue. At that time, a determination to reissue the policy will be made. In the interim, revising an existing policy memorandum may revise existing policy. If the memorandum is not reviewed or reissued, that policy is no longer in effect.
4. Any member of OPSU may suggest policy, and policy revision. The originator shall prepare, proof read, and present the proposed policy to a member of the executive committee for review and comment. A preliminary copy may be routed to other members of the Executive Committee for initial comments. When all initial comments have been reviewed and incorporated, the proposed policy is presented to OPSU Secretary who will ensure that it is formatted correctly, issue it a policy number, and then forward it to the Executive Committee. This may be done at a scheduled Executive Committee meeting, or via electronic mail. If the proposed policy is accepted by the Executive Committee for implementation, OPSU President will sign it and forward the original to OPSU Secretary to maintain.
5. The originally signed Policy memorandum will be maintained by OPSU Secretary in a Binder. The front sheet of the binder will be a master log of all the Policy Memoranda. Individual memoranda will have unique numerical identifiers made up of the year in which the memorandum was initiated, and the memorandum number for that year. In addition, the secretary will maintain electronic copies of the policy memorandums. Clubs and Union officials will receive a copy through the mail and where possible as attachments to electronic mail. Copies of Policy Memoranda may also be downloaded from OPSU website at www.kitsaprugby.com.
6. Review of existing and proposal of new policy shall be an agenda item for the Annual General Meeting held in May.
7. Proposed changes in policy may be announced by electronic mail, but they do not become effective until a policy memorandum has been signed.
8. Policy memoranda are not intended to replace necessary changes to OPSU Constitution. If clarifications to OPSU Constitution are required, a memorandum may be issued providing clarification and it must also include an action requirement to change OPSU Constitution. This will ensure that OPSU Constitution is a valid stand-alone document.
9. Point of Contact is OPSU Executive Secretary, E-mail

Copy to:
All Players
Executive Committee
Website

Enclosure (1)
Policy Memoranda Log

Policy Number	Policy Title	Initial Date of issue	Current Change
1	Establishment of Policy in OPSU	13 Feb 01	Change 1
2	Financial Policy	13 Feb 01	Change 1
3	Senior Men's Coaches Policy	13 Feb 01	Change 1
4	Equipment Manager Policy	27 Feb 01	Change 1
5	Youth Coach's Policy	27 Feb 01	Change 1
6	Selection of Coaches	01 May 04	Original
7			
8			
8			