

Policy and Procedure Review Policy for Alberta Summer Swimming



Purpose:

The purpose of this policy is to ensure that all policies and procedures related to Alberta Summer Swimming are regularly reviewed and updated as necessary to ensure they remain relevant and effective.

Scope:

This policy applies to all Alberta Summer Swimming affiliated organizations, including but not limited to clubs, coaches, athletes, officials, and members.

Policy:

1. Review Schedule:

All policies and procedures related to Alberta Summer Swimming will be reviewed on a regular basis to ensure they are up-to-date and in compliance with any relevant laws or regulations.

2. Review Responsibility:

The responsibility for reviewing and updating policies and procedures lies with the Alberta Summer Swimming Board of Directors. The Board will delegate specific policies and procedures to relevant committees or individuals as appropriate.

3. Review Process:

The review process will include the following steps:

- a. Determine the policy or procedure to be reviewed.
- b. Identify any changes to laws or regulations that may impact the policy or procedure.
- c. Solicit feedback from relevant stakeholders, including but not limited to clubs, coaches, athletes, officials, and members.
- d. Evaluate the feedback and determine any necessary changes.
- e. Approve the revised policy or procedure.
- f. Communicate the revised policy or procedure to all relevant stakeholders.

4. Communication:

Revised policies and procedures will be communicated to all relevant stakeholders in a timely and effective manner. This may include posting the revised policy or procedure on the Alberta Summer Swimming website, sending out email communication, or other appropriate means of communication.

5. Record Keeping:

Records of all policy and procedure reviews, including feedback received and changes made, will be maintained by the Alberta Summer Swimming Board of Directors.

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Compliance:

All Alberta Summer Swimming affiliated organizations are expected to comply with all policies and procedures related to Alberta Summer Swimming. Non-compliance may result in disciplinary action, up to and including suspension or expulsion from Alberta Summer Swimming.

Policy and Procedure Approval:

The responsibility for the implementation of this policy rests with the governing body of Alberta Summer Swimming.

Review:

This policy will be reviewed every two years or as necessary to ensure it remains relevant and effective.

Conclusion:

This policy establishes the guidelines for regular review and update of policies and procedures related to Alberta Summer Swimming. By adhering to these guidelines, we can ensure that our policies and procedures are up-to-date and effective in supporting the success and safety of all participants in Alberta Summer Swimming.