



Approved Date: January 2020 Revision Date:	Approved by: the Board of Directors
Effective Date: January 2020	Next Review Date: December 2022

Purpose

To ensure policies remain relevant and follow current generally accepted practices.

Policy Statement

BC Archery will review all policies at least triennially.

Policy Application and Procedures

Policy review will follow a review schedule, as laid out in the Policy Review Register, to ensure that all policies remain current and relevant. Policies may be reviewed more often than scheduled in order to follow any applicable changes in law or generally accepted sport practices.

Reviews will take place near the end of the first and third fiscal quarters (June and December). This ensures a balance of workload for the Board, avoiding quarters with high-demand (Budget meeting at Easter, AGM on Labour Day weekend). Policies scheduled to be reviewed in June shall focus on items pertaining to expenditures and budget items, allowing time for revision and implementation prior to the next fiscal budget creation. Also, changes to expenditures may often be implemented at the beginning of a calendar, rather than fiscal, year. Policies scheduled to be reviewed in December shall focus on governance topics, allowing time to ensure review and updates in time for contract deadlines that coincide with the fiscal year (ie. viaSport, Archery Canada, etc).

When a policy is created, a review date will be implemented within three years of its creation, attempting to review related policies at the same time in order to ensure consistent wording and cross-referencing. Upon completion of the creation/review, the review date will be updated into the Policy Review Register.