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| <b>POLICY NO. 18</b> | <b>POLICY TITLE:</b><br><b>Policy Review</b> |
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### **Policy 18- Policy Review Policy**

#### **Purpose**

At HCSA we recognize that our environment is ever changing and that is why it's vital to review all our policies every 24 months at most or sooner if conditions warrant. This policy ensures that all of our policies are up-to-date, relevant, and support our mission. This policy will also provide us an opportunity to develop new policies if needed.

#### **Scope and Application of the Policy**

This policy applies to all of HCSA policies.

#### **Reviewing Policies**

The Board will review each of the policies at least once every two years. This ensures that HCSA remain compliant with any changes in laws, reflect on what's working well, and make any necessary adjustments. All policies must be approved by the Board.

#### **Steps in the Process:**

##### **Starting the Review:**

A representative will gather input from staff, volunteers, and any other relevant people to gain insights into what is needed.

##### **Evaluating:**

The Board will look at any changes in laws that could affect HCSA, and consider how they affect our policies.

### **Updating the Policy:**

If the Board finds changes are needed, they will draft a revised version, incorporating feedback and adjustments. Changes will be discussed for approval.

### **Communicating Changes**

When policies are updated, the Board will make sure all volunteers, coaches, players, participants, parents/ guardians and support staff are advised of the changes. Communication will happen through emails and newsletters.

### **Tracking Policy Versions**

Every time a policy is updated, the Board keep track of the version number, the changes made, and the date. This helps HCSA stay organized and clear on how policies evolve over time.

Approved bu Board, Nov 12, 2025