

# Document Control System Procedure for Fort Saskatchewan Minor Hockey Policies and Procedures

## Purpose and Scope

**In this document** This document defines the control system for Fort Saskatchewan Minor Hockey Policies and Procedures.

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**Purpose** This system procedure should help Fort Saskatchewan Minor hockey Executive board members and parents to:

- understand how the documents are managed
- understand the process for revisions to the documents

## Roles and Responsibilities

**Executive members** Executive members are defined as those members of the Fort Saskatchewan Minor Hockey Executive board. Executive members are responsible for ensuring that Fort Saskatchewan Minor Hockey Policies and Procedures are current and are reviewed on an annual basis. The review process will be defined in the latter part of this document.

**President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President** Will be responsible for signing off the approval on the Policies and Procedures once the proposed change has been approved by a majority vote of the board members.

**System co-ordinator** The secretary (or alternate) is responsible for updating all documents that have been reviewed by the executive and which have been accepted by a majority vote.

**Initiator of document change** Any executive member can initiate a proposed change to the Policies and Procedures. The change can be proposed at the monthly meeting or by e-mail to all executive members, but must be proposed at least 14 days prior to voting on the proposal. This ensures that all key stakeholders have an opportunity to comment on the proposed changes. The proposed change will be in a review status for a period of two weeks, which will allow time for each executive member to carefully consider the proposed change.

**Public relations director** Will communicate any changes to the Policies and Procedures via the FSMH Newsletter and the FSMH website. This will ensure that the Fort Saskatchewan Minor Hockey membership is aware of any changes. Having the document on the FSMH web site allows the members to access the information at any time.

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## Document Control

<b>Master documents location</b>	This document (Document Control Procedure for Minor Hockey Policies) and the most up to date copy of the Fort Saskatchewan Minor Hockey Policies and Procedures will be located in the office of the Fort Saskatchewan Minor Sports Association.
<b>System co-ordinator</b>	The secretary, or alternate, maintains the documentation, controls document format, and updates documents as required.
<b>Review process</b>	Fort Saskatchewan Minor Hockey Policies and Procedures will be reviewed on an annual basis. The review process will be assigned to a review team and should be completed before the Annual General Meeting.
<b>Communication of changes</b>	Changes to the Policies and Procedures will be communicated to all board members at the monthly meeting or via e-mail. The Public Relations director will ensure that any Policies and Procedure changes are communicated on the monthly newsletters and on the Fort Saskatchewan Minor Hockey website.

## Document History

**Original approval** This document was originally issued and approved by: L. Buhay  
Fort Saskatchewan Minor Hockey Treasurer. Date: 13 Sept 2007

**Review history** This procedure shall be periodically reviewed to ensure that it is valid and current.  
The following information lists at least the last two reviews and all reviews that were done in the last 12 months.

Date	Reviewed by	Comments
13 Sep 2007	L. Buhay	Document reviewed

**Revision process** This procedure will be reviewed annually along with the FSMH Policies and Procedures.

**Revision history** The following information documents at least the last two changes to this document, with all the changes listed for the last 12 months.

Date	Approved by	Description of changes
13 Sep 2007	R. Mak	New procedure.