



UPDATES TO MEMBERSHIP POLICY

Doc. No.	BCSA-POL-026
Rev.	0
Originator:	D. Hawkins
Checker	I. Tollner
Approver:	C. Craig
Status:	Published
Effective:	December 2023

Big Country Soccer Association is committed to ensuring that it operates with access to the most up-to-date policies, governances, and other soccer requirements available from the governing soccer bodies. This committed is accomplished by:

1. Reviewing all policy and governance updated provided into Big Country Soccer Association to determine if internal notifications are required to Association members.
2. Compare the policy and governance updates to those that may be referenced on Big Country Soccer Association's website.
3. Comparing the details of the policies, governances, and/ or other soccer requirements to those developed within Big Country Soccer Association to determine if a revision to Big Country Soccer Association's own internal policies, governance, guidelines, and other soccer requirements require a revision and notification to Association members.

Process

When policies and governance are provided to Big Country Soccer Association, the following process will be followed:

1. Board representative receiving the policy and/ or governance will provide the details to the Board for review.
2. If the policy and/ or governance is one where Big Country Soccer Association has an internal documented policy, governance, guideline, and other soccer requirement, the Vice-President of Big Country Soccer Association will do a review and report back to the Board if a documented revision and/ or a new internal document is required.
3. Big Country Soccer Association membership will be updated in one or more of the following methods:
 - i. A link to the governing body policy and/ or governance will be added to the Big Country Soccer Association website.
 - ii. A bulletin will be issued to Members with a copy of the bulletin uploaded to the Big Country Soccer Association website.
 - iii. Any internal documents that are developed and/ or revised will be uploaded to the Big Country Soccer Association website with a link to the document(s) sent to the Membership for their review and update into their soccer community.
4. Big Country Soccer Association internal documents will be reviewed periodically to ensure they are current with Canada Soccer Association (CSA) and Alberta Soccer Association (ASA) requirements.
5. Any links to governing body documents will be checked annually to ensure the links are still active and therefore available still to Members.



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Reference

Canada Soccer Association (CSA) Website

Alberta Soccer Association (ASA) Website

Big Country Soccer Association Document Control Guideline (*Ref: BCSA-GUI-001*)

Big Country Soccer Association Master Document Control Index (*Ref: BCSA-FORM-001*)