



Sioux Lookout Skating Club

Policy Management Policy Template

(June 2025)

Purpose:

This Policy Management Policy ensures that all policies of the Sioux Lookout Skating Club are developed, approved, communicated, and reviewed consistently and efficiently.

Application:

This policy applies to all policies, procedures, and guidelines created and maintained by Sioux Lookout Skating Club covering all members, employees, volunteers, and stakeholders.

Policy Development and Approval:

The Sioux Lookout Skating Club Board of Directors and/or leadership are responsible for developing and implementing policies. The purpose of a policy is to establish clear guidelines and principles to direct and regulate actions, decisions, and behaviors. Policies may be established to comply with law, regulation and requirements of Skate Ontario and Skate Canada.

Approval: The Board of Directors reviews and approves the final draft.

Implementation and Communication:

Approved policies are communicated via the club's website, and meetings.

Review and Revision:

- **Annual Review:** All policies are reviewed annually or as needed.
- **Revisions:** Updates follow the same process as new policies. Obsolete policies are archived.

Policy Storage and Access:

- **Storage:** Policies are stored in a secure, centralized location. All can be found in our Google drive accessed by the Board of Directors.
- **Access:** Current policies are accessible to all relevant individuals.

Compliance with Laws:

This policy complies with relevant Ontario laws, including PIPEDA.

List of Policies, Approval Date and Review Date Tracking Tool

Policy Name	Approval Date	Review Date
Accessibility Policy	July 22, 2025	
Annual Commitment for Board of Directors	July 22, 2025	
Board of Director Roles & Responsibilities	July 22, 2025	
Bursary Fund Policy	July 22, 2025	
Club Description/Vision/Mission	July 22, 2025	
Code of Conduct	July 22, 2025	
Concussion Code of Conduct - Athletes, Parents Guardians	July 22, 2025	
Concussion Code of Conduct - Coaches, Officials, Trainers	July 22, 2025	
Concussion Policy, Protocols & Acknowledgment	July 22, 2025	
Confidentiality Policy	July 22, 2025	
Conflict of Interest Policy	July 22, 2025	
Declaration Regarding Conflict of Interest	July 22, 2025	
General Dispute Reporting and Resolution Policy	July 22, 2025	
Financial Policies & Procedures	July 22, 2025	
Health and Safety Statement	July 22, 2025	
Inclusion Policy	July 22, 2025	
Locker Room/Changing Area Policy	July 22, 2025	
Membership/Registration Policy	July 22, 2025	
Parent Commitment to Fundraising/Volunteer Policy: Canskate Program		
Parent Commitment to Fundraising/Volunteer Policy: StarSkate Program		
Policy Management Policy	July 22, 2025	
Position Statement on Bullying	July 22, 2025	
Privacy Policy	July 22, 2025	
Record Retention Policy	July 22, 2025	
Sioux Lookout Skating Club By-Laws		
Social Media Policy	July 22, 2025	