

SOA Policies and Procedures

1. Scope

This policy and procedure applies to policies and procedures approved and issued by the SOA Board of Directors that address governance and other key topics required for compliance with regulations and standards. Also covered is delivery of key aspects of SOA interests and activities.

It sets out requirements for routine review of policies and procedures.

2. Policy

Key policies and procedures for the Scottish Orienteering Association (SOA) are authorised by the SOA Board, are prepared using a standard format, and the master copy of each is displayed on the SOA website. These policies and procedures are reviewed in keeping with a stated timetable and updated when necessary: significant changes are communicated to those affected, including SOA affiliated clubs, SOA members and employees

3. Procedures

- 3.1. The Chief Operating Officer (COO) or the Policies Director shall allocate a custodian for each SOA Policy/Procedure and add their role or name to each one. If no person is allocated a Policy/Procedure then the COO or the Policies Director shall take on the role for that document.
- 3.2. The COO shall maintain a rolling timetable for review of the contents of each Policy/Procedure so that each one is reviewed at least once every 3 years.
- 3.3. The COO or Policies Director shall ensure that Policies/Procedures appear in the standard format shown here, with sections headed Scope, Policy, Procedures, Guidance, and References. Also to be included are issue number, date of issue, and a summary of any changes between issues.
- 3.4. The COO shall ensure that individual Policies/Procedures are produced as separate documents for display on the SOA website.
- 3.5. For each Policy/Procedure the Custodian shall ensure that the Policy/Procedure is written so as to focus on the main relevant aspects, is

readily understandable and is as brief as is commensurate with being understandable. They should look to ensure that active statements are normally used so as to achieve clarity of responsibilities.

- 3.6. In keeping with the timetable, the document Custodian shall ensure that each one is reviewed every 3 years and, if necessary, updated and reissued. Their review should include the impact of any changes to Regulations and/or standards, extent of training provided and the training materials in use, compliance with requirements including any relevant incidents, relevance of the requirements. Completion of a review should be noted in the document control table in the Policy/Procedure even if no other changes are made.
- 3.7. For each Policy/Procedure the Custodian shall ensure that suitable training materials exist, they are provided to the identified recipients and some form of record is kept of this.
- 3.8. The Policies Director or the COO shall provide a report to the AGM of any significant revisions to Policy/Procedure documents that have happened in the year since the previous AGM.

4. Guidance

- 4.1. The controlled master copy is held on the SOA website.
- 4.2. Placing the latest active version of the Policy/Procedure on the SOA website in the designated section is equivalent to authorising it by obtaining a signature.

5. References

- 5.1. None

Custodian: Policies Director

Revision No.	Date	Pages changed and brief outline
Issue 1	28/06/2020	New policy.