

# BIATHLON CANADA POLICY REVIEW POLICY

## **Purpose**

1. The purpose of this Policy is to formalize Biathlon Canada's review of its policies.

## **Schedule**

2. Biathlon Canada will review its policies every two years or at the discretion of the General Manager or the Board of Directors.
3. Biathlon Canada's *Employment Policy Manual* will be reviewed annually.

## **Review**

4. Biathlon Canada's General Manager will lead the review of Biathlon Canada's policies and will form committees or consult outside experts as necessary.
5. Additions, deletions, or modifications to any policy will be submitted to the Board of Directors for review and approval.

## **Division Proposals**

6. The Board of Directors will accept recommendations for policy updates or additions from Divisions and Clubs. These suggestions will be considered by the General Manager immediately or during the next review of the policies, at the Board's discretion.