

Building and Maintaining the FBDCA Policies and Procedures Manual

1. All club policies and procedures will be documented in the FBDCA Policies and Procedures Manual.
2. Each new policy, procedure or document will be assigned an "owner, " which will be a position, not an individual. For example Procedure #XX [*a numbering system will be developed*], "Building and Maintaining the FBDCA Policies and Procedures Manual," is "owned" by the Policy and Procedures Committee.
3. Existing policies and procedures that do not have a designated owner will be listed in the Table of Contents with the name of the individual or group who prepared the policy or procedure.
4. The "owner" is responsible for updating the procedure when appropriate and submitting the revised procedure to the Policy and Procedures Committee.
5. Prior to being included in the Policy and Procedures Manual, a new or revised policy or procedure will be submitted by the P&P Committee to the Board for review. The Board will have 7 days in which to provide comments or corrections. The Policy or Procedure will then be incorporated directly into the manual.
6. Whenever there is a change in National Specialty Guidelines ("owned" by the NSOC), the Specialty Chair for the current year's Specialty and any known Chairs for future National Specialties will be advised. Those Chairs may share the information with their show committees when appropriate.
7. When an existing policy or procedure that does not have an "owner" is to be revised, an owner will be assigned.
8. Each policy or procedure will carry the procedure number and be page numbered. It will also carry the date approved by the Board. For existing procedures that are to be incorporated into the developing Manual, the default date will be the issue date of the Policy and Procedures Manual.
9. When an individual holding the position of "owner" is to be replaced by another person, that individual is responsible for forwarding any pertinent documentation or files to the new owner.
10. The Policy and Procedures Committee will maintain a master for each policy or procedure, and in the event of missing files, will supply any new owners with an electronic version on request.
11. The Policy and Procedures Committee is responsible for updating and maintaining the Table of Contents for the manual, and will also maintain a spreadsheet tracking the changes to the manual.