	Policy: Technical Regulations Process Policy
	Adopted: May 26, 2018
Current Board Approved Version:	July 20, 2021

Purpose

1. Alberta Artistic Swimming (AAS) is committed to the alignment of rules and as such, follows the Canada Artistic Swimming (CAS) rules for competitions. This policy is to address the process for the rare instance(s) where a provincial exception to the CAS rule is appropriate or necessary.


Application and Scope of this Policy

2. This policy applies to process for amendments to Section 6 of the Technical Regulations.
3. A proposal for a technical regulation amendment, addition, deletion or other change must be in writing following the specified format and submitted to the Technical Director by June 1.
4. A proposal for a technical regulation amendment, addition, deletion or other change may be made by an AAS member in good standing.

Process and Timelines

5. A proposal for a technical regulation amendment, addition, deletion or other change must have first been proposed through the CAS rule change process. Having done this, it may be submitted to the Technical Director not later than June 1 each year and may be withdrawn at any point prior to voting should it receive approval in the CAS Rulebook.
6. Proposals will be reviewed by the Technical Director, and Officials Chair not later than June 15 annually.
7. The Technical Director shall circulate proposed technical regulation amendment information to Club Presidents, Head Coaches and all Alberta Artistic Swimming Committees, for their input and comment at least two (2) weeks prior to the scheduled Board meeting for this purpose.
8. The Technical Director will consider the input and shall submit a report containing final technical regulations proposals to the Board at least 48 hours prior to the meeting for this purpose.
9. The Board will communicate all proposed technical regulation changes to all Club Presidents, Head Coaches and all Alberta Artistic Swimming Committees along with its position not later than one week prior to the meeting held for voting on proposed Technical Regulations.
10. A meeting (in-person, conference call or by email-vote approved by the voting members) of the voting members together with the Board of Directors will be held on or before July 15 annually to consider the amendments, unless the voting for the CAS rulebook has not yet occurred. In this instance the date of the voting will be amended accordingly and shared with the voting members. The meeting will include the Chair of the Officials committee, if not already present from within the Members and Board group. The votes shall be cast as follows:
 - Member Clubs – 1 per AAS Competitive Club
 - Board Members – 6-8 votes (dependent on the current number of AAS Board members)
 - Officials' Chair (if not already holding a Board member vote)
11. Amendments must receive a simple majority (50% plus one vote) in order to pass.
12. Technical Regulations amendments will be communicated following the meeting, and not later than August 1 annually.
13. A revised Technical Regulations will be posted as soon as possible and not later than August 15 annually.

Emergency Technical Regulations Amendments

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14. Notwithstanding the Process provisions above, where there is an immediate, urgent need to change a Technical Regulation(s), the Technical Director may consider an amending proposal from a Board Member or Member and in lieu of the consultation process, may conduct a Meeting of Members to vote on the proposal as above and may then, as the Technical Director, propose the amendment to the Board of Directors.

Housekeeping Technical Regulations Amendments

15. AAS is authorized to make editorial and other housekeeping amendments in the Technical Regulations given their relationship to policies of the AAS Board. Housekeeping amendments will be communicated at the time the revised Technical Regulations are published, along with the amendments approved in that amendment cycle.

Technical Regulations Amendment Format

16. Technical regulations amendments must be submitted in the following format.

Part 1:

Copy the current technical regulation number and content as it exists in the current Technical Regulations. If the entire rule is new, part 1 should indicate: "ADD New rule".

Part 2:

Proposed amendments must be submitted showing edits – additions to existing wording must be highlighted by underlining the new inserted text and deletions must be shown using strikethrough formatting.

Part 3:

Proposed amendments must include a rationale explaining why the rule needs to be changed and a suggested effective date.

Voting Format for Technical Regulations Changes

17. Regulation changes may be done by a show of hands, by conference call via electronic means or other format for the purposes of email vote.
18. Further amendments, not previously circulated will not be made during the voting process.