Saskatchewan Archery Association Inc. Policies and Procedures
Approved by the SAA Board of Directors (November 2025)

IT Policy

This policy aims to provide clear guidelines and procedures for granting, monitoring and revoking privileges associated with administrative accounts as defined below. This policy seeks to minimize the risk of unauthorized access, data breaches and insider threats by implementing effective priveged account management practices.

- Administrative accounts include but are not limited to:
  - GoDaddy account priveleges;
  - SaskArcheryWebmaster email account;
  - SAA maintained email accounts;
  - SAA Facebook account(s); and
  - SAA Instagram account(s).
- Maintain an inventory of each SAA email account and those with authorized access. SAA IT Access Tracking
- Maintain atleast 2 Board Members and/or Executive Director along with the contract Publicity/Communications Officer position with access to the saskarcherywebmaster@gmail.com account and the GoDaddy log-in information, FaceBook and Instagram access and any future social media accounts created for the SAA.
- When Board members with access to an account change or leave the board, passwords and systems access removed (within the program/account) of all previously logged in devices, this should be done as soon as possible after change but no more than 7 days after.
- If the SAA is notified of a data breach all passwords will be changed within 3 days.
- All passwords should be changed every 2 years, regardless of change in positions.

E-mail Addresses Held by SAA as of September 11, 2025

info@saskarchery.ca
executivedirector@saskarchery.ca
president@saskarchery.ca
membership@saskarchery.ca
saasafesport@saskarchery.ca

Social Media and Web Platforms Held by SAA as of September 11, 2025

GoDaddy Website Builder and E-mail Marketing
FaceBook
Instagram