



Kiwi West Aquatics Inc.

Policy Development

Policy #1

Rationale

While the Club has a set of Rules to guide its administration and establishment, a range of policies will also be needed to provide guidance and clarity to Club members about how the Club will function.

Purpose

This policy is designed to set a structure within which Club policies will be formulated, consulted on and ratified.

Guidelines

1. Any Club member may suggest to the Committee that a policy be developed. S/he should provide sufficient information, preferably a draft of the policy, so that the Committee can consider and make an informed decision about its relevance.
2. If agreed relevant, the Committee will format the policy into a draft. Policies must be en faced "Draft" until ratified.
3. Once the Committee has have agreed to any changes to the draft policy, it may be put to Club members for consultation.
4. If the policy affects only the Committee (i.e. it is about how it functions and does not affect Club members directly), then the Committee may ratify the policy without further consultation.
5. If the revised policy affects Club members it must be made available for comment by Club members.
6. The draft policy will be emailed out for Club members to comment on. Members must be given a minimum of two (2) weeks to make any comments. Feedback via email, should be sent to the Club Secretary.
7. Once the consultation period has ended, the Committee will consider any submissions and make any changes that it considers appropriate. The Committee may decide to respond/thank those that have commented if they can be identified.

8. Consultation does not mean that all Club members must agree and endorse the policy. Consultation is a process whereby Club members have the opportunity to comment on a draft policy and the Committee will consider those comments before making a final decision.
9. The Committee must ratify the draft policy at one of its regular meetings. Once ratified, the word “Draft” must be removed.
10. The ratified policy will be published on the KiwiWest Website for Club members’ information.
11. The Committee should review policies for their appropriateness every two years and follow this policy to implement changes.

Conclusion

Policies will be developed from time to time to guide the Club and how it functions and where applicable members will be given the opportunity to comment on them before ratification.

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| Last Updated | 12 June 2019 |
| Date approved | |
| Date reviewed | |
| Next policy review date | |