



NORTH WESTERN KART CLUB

POLICY AND PROCEDURES POLICY

Policy Number	NWKC M001	Version	V1
Policy Type	Management	Approved by Committee on	7 November 2019
Effective Date	7 November 2019	Scheduled Review Date	1 November 2021
Status	Public	Drafted by	D Jeffrey

Introduction

This document sets out the rules and procedures for the creation and adoption of policies and procedures of the North Western Kart Club.

Format

All NWKC policies shall consist of the NWKC Logo and the words North Western Kart Club at the top of the page followed by the heading North Western Kart Club and the Policy Name

Information Panel

A blue information panel consisting of the following must follow the heading containing:

Policy Type

The following codes will be utilised in identifying the Policy type:

- Management: Used when a policy details how the NWKC manages particular aspects of the organization or tasks it undertakes.
- Procedural Used when a policy is utilised to detail how the NWKC and its members should undertake a task outlined in the policy
- Committee: Used when a policy relates to the creation, responsibility, powers and objectives of a subcommittee

Policy Number

Policy Numbers will always begin with the North Western Kart Club acronym: **NWKC**

Followed after a space by the first letter of the Policy Type **M,P or C**

Directly followed by a minimum three digit number that immediately proceeds the last approved policy of that policy type. The first policy for each policy type will begin with 001

No two policy shall ever share a policy number.



North Western Kart Club

A policy shall never change its number it will however when updated or amended change its version number

Version

The first instance of a policy approved will be V1 (version 1) each and any subsequently amended or reviewed policy shall be numbered with the number that immediately proceeds the last approved version.

ALL and ANY changes approved for the proceeding version must display any deletions in red text with a strike out line through the font. (~~Deleted Information Example~~) and addition information shall be displayed in red text (Additional Information Example). Deleted information should unless otherwise decided within the approval process be removed in the next version being released. Additional information shall be changed to standard black text in the next version approved

Policy Approval

A new policy or amendments to a current policy should be presented to a committee meeting on the NWKC policy template for approval by the committee.

Upon approval of a new policy the Secretary will issue a policy number.

Upon approval of a new or amended policy The Policy Information panel at the top of each policy will then be updated to reflect the Policy numbers, the Version of the policy, the approval by committee date, the date of the policy review and the policy status updated.

Effective Date

The effective date will determine when a new or amended policy becomes effective. This can be the same day as approval by the committee or a date in the future.

Policy Review

A Policy review shall be undertaken at least once every two years. If no changes are required the executives by majority vote can re approve the policy for an additional two years. This review will be noted on the bottom of the policy and the review date updated in the policy information panel.

Any changes required after the review will require the policy to be submitted for approval at a committee meeting as a subsequent version of that being reviewed

Status

The information panel shall display the status of the version as **Draft, Public or Superseded**

Drafted by

The NWKC that drafted the policy name shall be inserted in this area for future reference

Introduction

The introduction should give a brief description on the policy



Policy Statement

The policy should be clearly outlined in this area. The policy rules, requirements and guidelines and any relevant information the policy shall contain to meet its objective

Related Policy and Procedures

This area shall reference any other relevant or applicable NWKC policies.

Policy History

Previous versions of this policy shall be noted under this section noting the version and the approved date each version was previously approved. Reviews approved without change by the executive shall also be noted in this section

Preparation, Submission and Approval

All NWKC policy shall be prepared using the above format by a NWKC executive(s) and submitted to a NWKC Committee meeting for discussion and approval.

Changes to an approved policy shall be prepared using the above format by a NWKC executive(s) and submitted to a NWKC Committee meeting for discussion and approval.

Reviews by the NWKC Executive will be conducted every two years on each policy from the date of acceptance or approval. If no changes made the review can be approved by the Executive. An approved review by the Executives will not change the Version number of a policy. It shall be noted in the policy history that the review was undertaken and approved.