

Policy Creation and Review Guideline



There are two types of Policies within Hutt Valley Gymnastics:

- A Governance Policy; reviewed and adopted by the Club Committee.
- An Operational Policy; prepared and adopted by the Senior Management Team.

Every policy will be accompanied by a Procedure to achieve the Policy expectations.

Creating a Policy

The following will be followed when creating or reviewing a Hutt Valley Gymnastics Club policy:

1. A Timeline will be prepared to accompany all drafts. This will cover from review/creation point to adoption and publication as appropriate.
 - This will include an introduction of the policy and outline any history or reasons for the review. It will generally be a scheduled review.
 - The tasks required to achieve the complete review leading to adoption.
 - Outline of those people involved.
 - Due dates.
2. Branding. To achieve consistency the following branding will be followed:
 - Governance Policy: Green Banner, White Text, and Club Logo on the right-hand side.
 - Operational Policy: Blue Banner, White Text, and Club Logo on the right-hand side.
 - Governance and Operational Procedures: Orange Banner, White Text, and Club Logo on the right-hand side. This allows easy identification as a Club Procedure.
3. Templates for Policies
 - Policies to include an introduction, purpose, and principals (explanation).
 - Forms are to be noted as an Appendix in the content and included after the Policy.
 - The name of the Policy is included in the page footer with the version date.
 - At the end of the Policy there is a green box that outlines; when the policy was created (if known), the Committee motion adopting the policy and the date of that meeting. Details of when the policy is to be reviewed.
 - At the foot of the Policy include a Summary Box outlining key points of the policy. The purpose of this is to capture the key points of the policy for junior staff.
 - Operational Policies are purely created by Senior Management for smooth internal practice and improving processes within our business.

4. Templates for Procedures

- Details the process and requirements.
- Consider using visual aids such as flowcharts, images etc.

Review Schedule

The Club has a Policy Schedule which details the date of each policy and when it is scheduled to be reviewed. This process is currently co-ordinated by the Policy Subcommittee in consultation with both the Committee and the Senior Management Team.

This is the first version of this Policy and was adopted by the Committee on 13 May 2021.

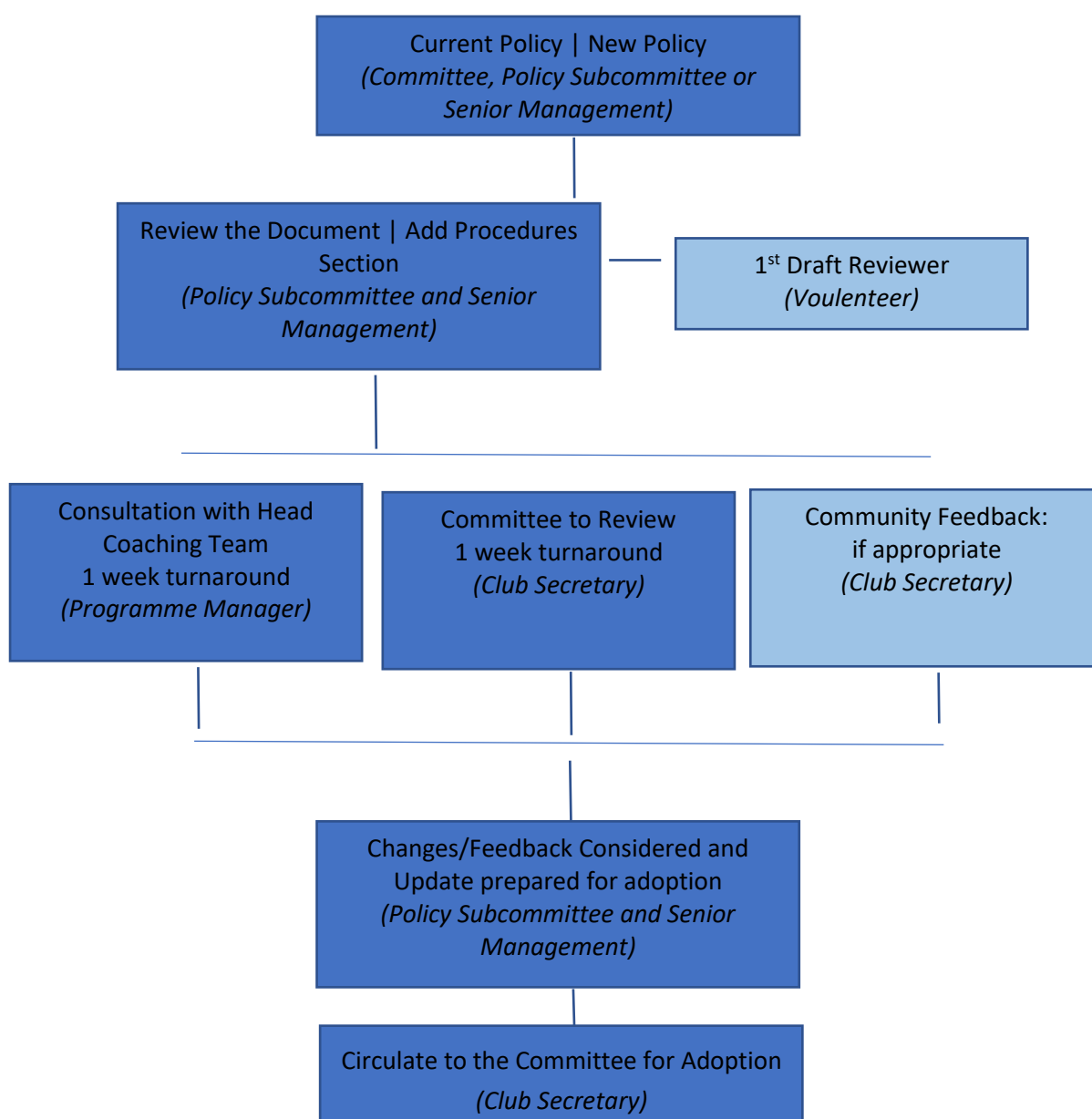
This policy is scheduled to review bi-annually in May 2023.

Procedure: Policy Creation & Review



Review Flow Chart – Committee Policy

This is a guide to the agreed process for the creation or review of a Committee Policy. Please note that all Committee feedback must be returned via the Club Secretary and not to the Senior Management Team.



Review Flow Chart – Operational Policy

This is a guide to the agreed process for the creation or review of a Committee Policy:

