



Policy about policies and governance documentation! Version 1.2

The purpose of this document is to specify the clubs policy with regard to the creation and maintenance of the various club policies and documents that affiliation with Athletics Victoria requires.

The club committee will review any correspondence from Athletics Victoria and Athletics Australia which addresses existing policies and documents and any new policies and documents as soon as possible after receiving such correspondence.

The club committee will review the state of the club policies and documents annually at a monthly meetings in the June to August time-frame.

Updates and new policies and documents will be uploaded to the club website as soon as possible and a paper copy will be saved by the secretary.

Club policies and document storage:

All Keilor St-Bernard's policy and documents are stored in the file system/s behind the club web-site and are accessible on the club web-site at:

[http:// www.ksbaths.org.au](http://www.ksbaths.org.au) <about us>, <policies>

Document type/s: All documents accessible by members and the public will be “PDF” type.

Document versioning:

Text documents: The version and the date and time the document was updated is specified in the “footer” at the bottom left of a page.

Spreadsheet type documents: The version is specified somewhere in the text portion of the spreadsheet.

Club policies:

The current policies and related documents are as follows.

	Policy/Document	Source	Document name	Version	Origin
	Policy on policies and documentation	KSB	KSB-Policy-on-Policies-1-2	1.2	CC #1, #2
*	Member protection policy	AV policy	KSB-Member-protection-Policy-AV-1-1	1.1	CC #1
*	Communications policy	KSB	KSB-Communications-Policy-1-1	1.1	CC #1
*	Communications plan	KSB	KSB-Communications-Plan-1-0.doc	1.0	CC #2
*	Photography Policy	KSB	KSB-photographyPolicy-AV-1-1	1.0	CC #1
*	Alcohol Policy	KSB	KSB-Alcohol-Policy-v-1-0	1.0	CC #1
*	Smoking Policy	KSB	KSB-Smoking-Policy-v1-0	1.0	CC #1
*	Privacy Policy	KSB/AV	KSB-Privacy-Policy-v-1-0	1.0	CC #1
*	Unfavourable weather Policy	KSB	KSB-Unfavourable-Weather-Policy-1.0	1.0	CC #1
*	Inclusion policy	KSB	KSB-Inclusion-Policy-v-1-0	1.0	CC #2
*	Risk management Plan	KSB	KSB-Risk-Management-All-1-0	1.0	CC #2
*	Member Handbook	KSB	KSB-Member-Handbook-1-0	1.0	CC #2
*	Committee Contact List	KSB	Committe-Info-1.0	1.0	CC #2
*	Coach List	KSB	Coach-Register-1.0	1.0	CC #2

*	Uniform information	KSB	KSB-Uniform-Information-v-1-0	1.0	CC #2
*	Partnership information	KSB	KSB-Partnership-1.0	1.0	CC #1,2
*	Volunteer management plan	KSB	KSB-Volunteer-Management-Plan-1-0	1.0	CC #2

Note:

As part of the Athletics Victoria on-line registration process a person who is registering with Keilor St-Bernard's must accept the clubs terms and conditions of membership which are displayed by selecting a link.

The link points to a document which the club supplies to Athletics Victoria when necessary.

	Policy/Document	Source	Document name	Version	Origin
	KSB Public membership Terms & Conditions	KSB	KSB-AV-T-and-C-1.1	1.1	