

# **KENT ARCHERY ASSOCIATION**

[www.archerykent.org.uk](http://www.archerykent.org.uk)



## **POLICY**

### **POLICY REVIEW AND AMENDMENTS**

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## STATEMENT OF POLICY

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The Association's Operational Committee publishes a number of policies on various subjects relating to the events, activities and other services it provides to its members. Its authority to do so is included in the Association's Constitution.

KAA formal policies are published by the KAA Operational Committee, which sets out the current way in which it will deal with the specific subject matter.

It is important to understand that the responsibility for reviewing and amending<sup>1</sup> policies belongs to the KAA Operational Committee as a whole and individual members do not have the authority to change, promise to change or refuse to change any policy.

There are a variety of reasons why it might be necessary or desirable to change policy from time to time, for example:

- changes to UK law;
- changes to ArcheryGB rules, policies or processes;
- changing needs or wishes of members;
- new events, services or opportunities;
- to explain issues and processes that are not widely understood.

Thus no policy is "cast in stone" and unless it exists to comply with external requirements (e.g. UK law), it can be changed if the membership requires it.

However, it is necessary to have a well-defined process for introducing new changes to ensure that:

- members are aware of how to request change;
- changes can be introduced in a controlled way;
- changes achieve what is intended;
- changes do not create unwanted "side-effects";
- all members have an opportunity to contribute;
- individuals or small groups do not have undue influence;
- policies are not subject to persistent and rapid change.

This document sets out a standard process for making those changes, to which the Association's members and committees shall be required to adhere. It is important at all stages to ensure that information is available as early as possible to avoid passing the problem from one committee meeting to the next unnecessarily.

## ROLE OF THE EXECUTIVE COMMITTEE

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Where the changes are complex, urgent or controversial, the KAA Executive Committee may meet to work through the "Impact Assessment" and present the result to the Operational Committee.

It is important to note that the Constitution does not give the Executive Committee the power to decide or approve changes – only to formulate recommendations to the Operational Committee.

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<sup>1</sup> For the purposes of this document only, "amendments" to a policy should be interpreted as including:

- changes to an existing policy document
- additions to an existing policy document
- adoption of a new policy document
- deletion of an existing policy document.

## **THE REVISION PROCESS**

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### **Requesting Change**

Changes to the Association's policies may be requested by either the Executive Committee or the Operational Committee.

If a member or members of the Association believe that a change is required, they may submit a *written* request (including e-mail) to the county Secretary or to the member of the Operational Committee directly responsible for the current policy.

**Note:** Requests from members must be in writing so that there is no confusion between an off-the-cuff remark or a simple request for information and a genuine request for change.

The committee member approached might need to pass on the request to someone else, if they feel that they were the wrong one to approach, but they do not have the right to refuse to consider a formal request.

The member of the Operational Committee who receives the request is required to ensure that other members of the committee are aware of the request and have time to consider it and contribute to the "Impact Assessment".

The KAA Operational Committee will consider the request at the earliest practical opportunity.

The Association will try to include the request in the agenda for the next meeting of the Operational Committee, but this may not always be possible, for example if:

- the request is received too soon before that meeting;
- the agenda for that meeting has already set;
- other time-critical or more urgent business requires attention.

### **Impact Assessment**

In most cases this is likely to be a short and simple process and as much of it as possible should be completed before the meeting that is to discuss the request.

The first stage involves checking whether the request is actually possible and includes whether it:

- complies with time restrictions stated in this policy;
- is lawful (e.g. complies with UK law and ArcheryGB rules, regulations and mandatory policies);
- conflicts with other responsibilities of the Association;
- is desirable and to the benefit of the members, the KAA and/or the sport;

It is possible that expert opinion will be required to complete the first stage, in which case this should be sought at the earliest practical opportunity.

If the request passes these tests, then the second stage is to determine exactly what work is required:

- what impact (if any) does it have on any existing or planned activity?
- is it affordable?
- what resources (including volunteer time) are required to do it?

If there are significant problems anticipated with either implementing or maintaining the change, then the Operational Committee will try to find a compromise that will deliver as much as possible of the original intent. They will then inform the member(s) who made the request of the outcome and the reasons behind it.

If no solution can be found, the Operational Committee will provide a written confirmation that the request cannot be implemented and an explanation of the reason(s) why.

### **Draft Proposal**

The Operational Committee will be responsible for agreeing:

- the changes to existing policy documents that are to be circulated;
- any explanatory letter that will accompany those documents;

- the planned time scales for implementation, assuming acceptance of the changes.

This must be completed at the earliest practical opportunity and ideally at the same meeting that will have performed the impact assessment. Where the impact is considerable, unexpected issues arise or the change is likely to be controversial, this might not be possible; provided that the Operational Committee can agree the broad content at the meeting, drafts should be circulated around the committee members outside of formal meetings to reduce waiting time.

## **Consultation**

The draft changes and accompanying explanation must be circulated to the secretaries of all Associated Clubs and to all Direct Members to allow them to review and comment on the proposed changes. This is likely to mean a separate mail-shot, unless it is known that the change is not considered urgent.

The recipients will be given 12 weeks from the date of posting to respond; responses after that date will only be accepted if it does not delay the overall process.

The same information will be made available on the county web-site to reach the greatest number of members directly, unless privacy or confidentiality issues prevent it.

## **Review**

The Operational Committee will review the results of the "Consultation" as soon as practical and it shall be at their discretion whether to implement, modify or refuse the proposed changes.

If substantial modification is required, the Operational Committee shall have the right to repeat the "Consultation" part of the process.

If the Operational Committee decides that, following the consultation, the proposed changes cannot be implemented, they shall inform the member(s) who made the original request, giving the reason(s) for their decision.

## **Publication**

The final stage is to publish any agreed changes, by circulating to the secretaries of all Associated Clubs and to all Direct Members and including the date that the changes will take effect. The policy document will also be added to the county web site for ease of access by members.

## **Time Limitations**

A mechanism is required to prevent:

- different members repeatedly making and reversing a change;
- repeated requests for the same or similar change even though previous requests have failed.

Both scenarios would create a huge burden of effort and prevent productive work from taking place.

Once a decision has been made and the change has been implemented or refused, the Operational Committee shall have the right to decline any request to change the same subject matter for a period of 3 years from the date of implementation or refusal.

If the "Dispute Process" is invoked, the limitation period will start from:

- the date of implementation, or
- the date that the "Dispute Process" is completed,

whichever is the later.

## **DISPUTE PROCESS**

If a member requests a change and is not satisfied that the outcome has been arrived at fairly, that member shall have the right of appeal to the Operational Committee.

A single appeal only will be accepted, provided only that it has the written support of 10 members of the Association on the same basis as described in articles 12.1 and 12.2 of the Association's Constitution for the calling of an Extraordinary General Meeting.