

# PORT MACQUARIE HASTINGS HOCKEY ASSOCIATION

## POLICY MAKING

### Policies

The Constitution of PMHHA allows PMHHA Management to develop, amend, rescind and replace policies to ensure the efficient operation of the Association. Policies are to be developed and maintained to cover all subject areas of running a volunteer based sports organisation in line with the objects of the association. Such areas may include, but are not limited to;

- Local Playing Rules,
- Financial Management,
- Organisational Management,
- Grounds Maintenance and Care,
- Representative Teams Selections,

### Responsibilities

The elected members of PMHHA Committee shall be primarily responsible for all policy making. They shall undertake this in consultation with any sub-committees, club presidents, and any other persons that they deem would make a useful contribution in the area of the subject matter.

### Timings

- All policies are to be monitored regularly by the elected members of PMHHA Committee. A record of notes, comments and concerns with regards to policies should be kept by the President for discussion and review at times that are appropriate. These discussions should be undertaken at regular meetings of PMHHA Committee,
- All amendments, alterations, replacements, and new policies etc should be introduced prior to the start of each regular playing season where they concern match rules and playing conditions,
- Other policies may be introduced and approved as and when the time arises,
- The President in consultation with 3 other elected members of PMHHA Committee may alter policies mid-season in the interests of fairness, in-consultation with club presidents, should these alterations concern match rules and playing conditions, and
- The President together with the Secretary, may alter policies at any time for grammatical, spelling, syntax, and other styling matters.

### Policy Naming and Storage

All policies of PMHHA are to be named in the following format;

- PMHHA POLICY\_Name-Name-Name
- Example = *"PMHHA POLICY\_Codes-of-Conduct"*

All policies of PMHHA are to have a register in the footer of the document notating the name and date (month YYYY) of adoption / amendment on one line. All amendments including dates are to be notated in chronological order on the next and subsequent lines;

- *PMHHA POLICY\_Codes-of-Conduct – adopted March 2015*
- *Change to parent behaviour – amended Jan 2016*
- *Alteration of spelling March 2016*

All policies are to be kept in a word document and a PDF format. The PDF formats are to be released to the general membership and the word documents are to be kept by the President and Secretary only or via other suitable storage medium that is not readily accessible to the general membership.

Publication of the PDF documents may be via emails, websites, Facebook pages, cloud storage or by any other means that the PMHHA Committee sees fit.

PMHHA Committee shall be obliged to keep the on-line policy register up-to-date at all times. As such, the hard copy of any policy is deemed as “uncontrolled” and the most current on-line version must be consulted.

### **Penalties for Breaches of Policy**

Where required, policies shall also include a recommended penalty or corrective course of action for breaches of the policies.