



Policy for Documents of Governance and Administration

Statement of Intent

The policies and procedures by which Croquet England is governed and administered are set out in formalised, controlled documents that may be published as web-pages or electronic documents and are capable of being printed. These documents are the responsibility of the Board of Trustees or, to the extent that certain powers and accountabilities are delegated by the Board in its delegation policy, of the Executive, its committees and working groups. It shall be clear in each Controlled Document which of these is the issuing authority.

Scope

This policy applies to the Board of Trustees, the Executive and their committees and working groups.

Document Types

Documents relating to governance or administration issued by the Board of Trustees, the Executive or its committees or working groups shall be one of five types: **Strategies, Policies, Procedures, Guidance or Forms.**

Strategies set out the long-term aims or objectives of Croquet England. These are usually time-based and may therefore also be known as plans e.g. 5-year Plan, Diversity and Inclusion Action Plan.

- Strategies are only issued by the Board of Trustees.
- The review period shall be that described in the strategy.
- There is no standardised format for strategy documents but they should be published in accordance with the 'house-style'.

Policies set out the guiding principles required to discharge the duties of Croquet England. Policy documents shall be succinct, with explanatory details left for any accompanying procedure or guidance.

- All policies require the approval by the Board of Trustees before being put into effect.
- Policy documents shall be in a standardised format and reviewed at an interval no greater than **three** years.

Procedures set out the detailed actions required to comply with, and to deliver, a Policy. They may also be stand-alone documents.

- Most Procedures require the approval of the Executive or an Executive Director before being put into effect. The authority for some procedures, such as the Complaints Procedure, are retained in the delegation policy by the Board of Trustees
- Procedure documents shall be in a standardised format. They may require more frequent revision than policies but they should be reviewed at an interval no greater than **three** years.

Guidance documents are intended to inform members, associates and affiliates of Croquet England and to set out in detail how to comply with a procedure or policy.

- All guidance documents require the approval of an Executive Director or of a committee chair.
- Not all policies or procedures will require an accompanying guidance document.
- Guidance documents shall be in a standardised format and are likely to be subject to review and revision more frequently than Policies or Procedures as circumstances change. In any case guidance documents shall be reviewed at an interval no greater than **three** years.

Forms do not have a standardised format.

- Forms may be created by anyone in a recognised role within the Croquet England
- All forms require the approval of an Executive Director or of a committee chair before being put into effect.

Other Controlled Documents

The Board or Executive may designate other documents as “Controlled Documents” e.g. “Codes of Conduct” or “Complaints Procedure” and apply a review period and version control.

Reports

Reports may be commissioned by the Board of Trustees, the Executive or committees. They are not controlled documents.

References

Delegations Policy.

Procedure for Documents of Governance and Administration.

House-style guidance for all documents.

Issuing Authority: Board of Trustees

Approved by: Board of Trustees

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Reason for Change: New