



Document Control Policy

1. Purpose of Policy

This document describes how critical documents will be controlled to ensure that the content of the documents remain accurate and current. The policy should ensure the integrity of the critical documents and should be renewed annually and kept current. Maintaining and continuously improving our constitution and our documents in accordance with best practice helps to ensure transparency and continuity from year to year.

2. Scope of Policy

This Policy applies to the Club constitution, all policies and procedures referenced by the Club constitution members, and any other documents as decided by the Management Committee.

3. Policy

General

3.1 All documents should be stored in an appropriate storage location. The storage location should be an official club storage repository with an appropriate level of security control e.g. OneDrive for Business, Amazon S3 bucket, Dropbox Business, Microsoft Teams for Business.

3.2 The storage location should include 3 folders

- Native documents
- PDF copy documents
- Archived documents

3.3 Access to the document storage location should be limited to the Honorary Secretary and designated members of the Governance Committee as backup.

New Documents

3.4 When a new document is authored and approved by Management or delegated owner, it should be emailed to the Honorary Secretary in its native form i.e. Word, Excel, PowerPoint.

3.5 The Honorary Secretary or delegate should open the document and mark it as "Approved by MC" with the date of approval in the document footer.

3.6 The Honorary Secretary or delegate should save the document in the "Native documents" folder.

3.7 The Honorary Secretary or delegate should create a PDF copy of the document either by saving or scanning the document to PDF format.

3.8 The Honorary Secretary or delegate should save the PDF copy to the PDF copy documents folder.



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3.9 If the document is to be added to the club website, the PDF copy should be sent to the Club website administrator, requesting addition of or update to the website.

Change Control

3.10 In the event that a document needs to be updated, the native copy of the document should be requested from the Honorary Secretary.

3.11 After the updates are completed and approved by Management Committee or delegate, the document should be returned Honorary Secretary.

3.12 The Honorary Secretary should archive the original document and the corresponding PDF document to the archive folder, renaming the files as appropriate.

3.13 The Honorary Secretary should open the updated file, update the date in the footer to the approval date of the Management committee or delegate, and copy the file to the "Native Copy Documents" folder.

3.14 The Honorary Secretary or delegate should save the PDF copy to the PDF copy documents folder.

3.15 If the document is to be added to the club website, the PDF copy should be sent to the Club website administrator, requesting addition of or update to the website.

Annual Review

3.16 While all documents should be continually improved and processes strengthened on an as-needed and ongoing basis, an annual review of the club constitution and all associated documents is mandatory.

3.17 The annual review should ensure that the constitution and all associated documents are current, aligned with best practice and Golf Ireland templates (where appropriate) and aligned with current practice.

3.17 The review should be initiated by the Governance Sub-Committee who will then designate ownership to the respective sub-committees.