



Kent Netball Document Version Control Register

Version Control

Version Control is the management of multiple versions of the same document. Version control enables us to tell one version of a document from another including which version is the latest.

Document Origination and Revisions

The first accepted draft of a KN policy or document will be known by the file name ending “_v1.0”. Revisions to the documents will be denoted by a change in the file name as follows:

- **Minor Revisions**

Minor revisions are small changes made to a document such as spelling or grammar corrections. Minor revisions to a document are reflected by making increments to the decimal number, e.g.1.1.

- **Major Revisions**

Major revisions are changes to a document that require the document to be re-approved (either by an individual or a group). Major revisions are reflected by incrementing the whole number by 1, e.g.v2.0

Responsibility

Documents appearing in this register shall be owned by the Chairperson and it shall be the responsibility of the Secretary to update the relevant KN documents and this register.

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1. Kent Netball Compliments and Complaints Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Compliments and Complaints Policy_v1.0	01/05/21
Dawn Cox	Kent Netball Compliments and Complaints Policy_v1.1 Changes to wording of Compliments section.	01/05/2024

2. Kent Netball Conflict of Interest Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Conflict of Interest Policy_v1.0	01/05/21
Dawn Cox	Review with no changes. Kent Netball Conflict of Interest Policy_v1.0	01/05/2024

3. Kent Netball Constitution

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	Previous KN Constitution was last revised in 2011. First Version in new format following wide ranging review. Kent Netball Constitution_v1.0	01/05/21
Dawn Cox	Kent Netball Constitution_v1.1 Added in reference to the Reserves Policy in the Finance section. Kent Netball Constitution_v1.1	01/05/2024
Dawn Cox	Kent Netball Constitution_v1.1 Changed Disciplinary Secretary for Resolution Lead. Kent Netball Constitution_v1.2	01/05/2025

4. Kent Netball Data Protection Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Data Protection Policy_v1.0	01/05/21
Dawn Cox	Special categories of data updated inline with GDPR. Kent Netball Data Protection Policy v1.1	01/05/2024

5. Kent Netball Kent Netball Equality, Diversity, Inclusion and Equity Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Equality, Diversity, Inclusion and Equity Policy Policy_v1.0	01/05/21
Dawn Cox	Protected characteristics updated Addition of KN funding opportunities. Disciplinary Secretary changed to Resolution Lead. Kent Netball Equality, Diversity, Inclusion and Equity Policy_v1.1	01/05/2024

6. Kent Netball Finance Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Finance Policy_v1.0	01/05/21
Dawn Cox	Kent Netball Finance Policy_v1.1 Amendment to signatories and date of finance meeting.	01/05/2024

7. Kent Netball Management Committee (KNMC) Code of Conduct

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Management Committee (KNMC) Code of Conduct v1.0	01/05/21
Dawn Cox	Grammar adjustments. Kent Netball Management Committee (KNMC) Code of Conduct v1.1	10/05/24

8. Kent Netball Organisation Structure

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Organsiation_v1.0	01/05/21	01/05/24
Dawn Cox	No change	01/05/24	01/05/27

9. Kent Netball Privacy Notice

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Privacy Statement	10/04/18
Dawn Cox	Re-formatted, updated and renamed. Kent Netball Privacy Notice_v1.0	01/05/21
Dawn Cox	Umpire's data added to list of Personal Data stored shown in 7.0. Kent Netball Privacy Notice 1.1	01/05/24

10.Kent Netball Recognition Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Recognition Policy_v1.0	01/05/21
Dawn Cox	Change of category of Kent Awards. Addition of Long Service Award. Kent Netball Recognition Policy_v1.1	01/05/24

11.Kent Netball Recruitment Policy

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Recruitment Policy_v1.0	01/05/21
Dawn Cox	Review - no changes.	01/05/24

12. Kent Netball Terms of Reference

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	Terms of Reference last dated 2014 obsolete. First Version - new content. Kent Netball Terms of Reference_v1.0	01/05/21
Dawn Cox	Review and minor changes to awards being championed.	01/05/2025

13. Kent Netball Website Terms and Conditions

Version Control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version KN Website Terms and Conditions	01/05/18
Dawn Cox	Re-formatted. Website Cookies Policy incorporated. Kent Netball Website Terms and Conditions _v1.0	01/05/21
Dawn Cox	Contact email amended. Kent Netball Website Terms and Conditions _v1.1	01/05/24

14. Kent Netball Role Descriptions

Document name	Origination	Review	Version and summary of changes
Kent Netball Management Committee – Roles, Skills and Personal Qualities_v1.0	01/05/21	01/05/25	None
KNMC Role Description – Chairperson_v1.0	01/05/21	01/05/25	“
KNMC Role Description - Coaching Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Communication Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Competition Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description – ED&I Officer_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Hospitality Officer_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Membership Secretary_v1.0	01/05/21	01/05/25	“
Subcommittee Role Description – Officiating Administrator_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Officiating Lead_v1.0	01/05/21	01/05/25	“
Subcommittee Role Description – Performance Coordinator_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Performance Lead_v1.0	01/05/21	01/05/25	“
KNMC Role Description - President_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Registered Member Leagues Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Safeguarding Officer_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Schools Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description - Secretary_v1.0	01/05/21	01/05/25	“
KNMC Role Description - Treasurer_v1.0	01/05/21	01/05/25	“
KNMC Role Description - Vice-Chairperson_v1.0	01/05/21	01/05/25	“
KNMC Role Description – Youth Representative_v1.0	01/05/21	01/05/25	“

15. Kent Netball Role Profiles

Document name	Origination	Review	Version and summary of changes
KNMC Role Profile – Chairperson_v1.0	01/05/21	01/05/25	
KNMC Role Profile - Coaching Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Communication Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Competition Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile – ED&I Officer_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Hospitality Officer_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Membership Secretary_v1.0	01/05/21	01/05/25	
Subcommittee Role Profile – Officiating Administrator_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Officiating Lead_v1.0	01/05/21	01/05/25	
Subcommittee Role Profile – Performance Coordinator_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Performance Lead_v1.0	01/05/21	01/05/25	
KNMC Role Profile - President_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Registered Member Leagues Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Safeguarding Officer_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Schools Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile - Secretary_v1.0	01/05/21	01/05/25	
KNMC Role Profile - Treasurer_v1.0	01/05/21	01/05/25	
KNMC Role Profile - Vice-Chairperson_v1.0	01/05/21	01/05/25	
KNMC Role Profile – Youth Representative_v1.0	01/05/21	01/05/25	

16. Kent Netball Forms

Document name	Origination	Review	Version and summary of changes
Kent Netball Expense Form – Generic_v1.0	01/05/21	01/05/24	
Kent Netball Expression of Interest Form_v1.0	01/05/21	01/05/24	
Kent Netball U18 Volunteer Consent Form_v1.0	01/05/21	01/05/24	