



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.

- **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.

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.

Contents

1.	Kent Netball Compliments and Complaints Policy.....	2
2.	Kent Netball Conflict of Interest Policy.....	3
3.	Kent Netball Constitution.....	4
4.	Kent Netball Data Protection Policy.....	5
5.	Kent Netball Kent Netball Equality, Diversity, Inclusion and Equity Policy.....	6
6.	Kent Netball Finance Policy.....	7
7.	Kent Netball Management Committee (KNMC) Code of Conduct.....	8
8.	Kent Netball Organisation Structure.....	9
9.	Kent Netball Privacy Notice.....	10
10.	Kent Netball Recognition Policy.....	11
11.	Kent Netball Recruitment Policy.....	12
12.	Kent Netball Terms of Reference.....	13
13.	Kent Netball Website Terms and Conditions.....	14
14.	Kent Netball Role Descriptions.....	15
15.	Kent Netball Role Profiles.....	16

1. Kent Netball Compliments and Complaints Policy

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Compliments and Complaints Policy_v1.0	01/05/21	01/05/24
Dawn Cox	Kent Netball Compliments and Complaints Policy_v1.1 Changes to wording of Compliments section.	01/05/2024	Dawn Cox

2. Kent Netball Conflict of Interest Policy

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Conflict of Interest Policy_v1.0	01/09/20	01/05/24
Dawn Cox	Review with no changes. Kent Netball Conflict of Interest Policy_v1.0	01/05/2024	Dawn Cox

3. Kent Netball Constitution

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Constitution_v1.0	01/05/21	01/05/24
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

4. Kent Netball Data Protection Policy

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Data Protection Policy_v1.0	01/05/21	01/05/24
Dawn Cox	Special categories of data updated inline with GDPR. Kent Netball Data Protection Policy v1.1	01/05/2024	Dawn Cox

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

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Equality, Diversity, Inclusion and Equity Policy Policy_v1.0	01/05/21	01/05/24
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	Dawn Cox

6. Kent Netball Finance Policy

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Finance Policy_v1.0	01/05/21	01/05/24
Dawn Cox	Kent Netball Finance Policy_v1.1 Amendment to signatories and date of finance meeting.	01/05/2024	Dawn Cox

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

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Management Committee Code of Conduct_v1.0	01/09/20	01/05/24
Dawn Cox	Grammar adjustments. Kent Netball Management Committee (KNMC) Code of Conduct_v1.1	10/05/24	Dawn Cox

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	Review 2024 - no change.	01/05/24	01/05/27

9. Kent Netball Privacy Notice

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Privacy Notice_v1.0	01/05/21	01/05/24
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	Dawn Cox

10.Kent Netball Recognition Policy

Version Control

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

11.Kent Netball Recruitment Policy

Version Control

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

12. Kent Netball Terms of Reference

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Terms of Reference_v1.0	01/05/21	01/05/25

13. Kent Netball Website Terms and Conditions

Version Control

Person Responsible	Version and summary of changes	Date	Review due
Dawn Cox	First Version. Kent Netball Website Terms and Conditions_v1.0	01/05/21	01/05/24
Dawn Cox	Contact email amended. Kent Netball Website Terms and Conditions_v1.1	01/05/24	Dawn Cox

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	
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	01/05/27	2024 none
Kent Netball Expression of Interest Form_v1.0	01/05/21	01/05/27	2024 none
Kent Netball U18 Volunteer Consent Form_v1.0	01/05/21	01/05/27	2024 none