



Archery Western Australia Inc.			
Title:	AWA Policy Manual		
Subject:	Document Construction and Formatting		
Responsibility:	Council of Clubs		
Author:	Trevor Greenham		
Effective Date:	16 September 2013		
Replaces	New		
Document Number:	300-001.01-201309	Pages	4
Next Review:	October 2015		

1. Document Construction

- 1.1 Archery Western Australia has and will continue to develop document so as to ensure that the governance of the sport in Western Australia is conducted in a uniform and consistent manner.
- 1.2 The Archery WA Council of Clubs is the governing body that is responsible for the approval of any documents and the required reviews, The Council may at any time delegate the responsibility of conducting the reviews in accordance with the By Laws.
- 1.3 Each document will form part of the AWA Policy Manual and will be formatted in a manner that is approved by the Council of Clubs and contains as a minimum the following information:
 - 1.3.1 A cover page that displays;
 - 1.3.1.1. the associations logo,
 - 1.3.1.2. The subject of the document,
 - 1.3.1.3. The person or persons responsibility for administering the document,
 - 1.3.1.4. The Author,
 - 1.3.1.5. The effective date the document was approved by the Council of clubs,
 - 1.3.1.6. The document number that it replaces or supersedes,
 - 1.3.1.7. The Document Number,
 - 1.3.1.8. The number of pages, including the cover page,
 - 1.3.1.9. The Month and year that the document is due for review.
 - 1.3.2 A detailed description of the subject matter,
 - 1.3.3 A footer that contains the Document Number and Version Number,
 - 1.3.4 A compilation Table on the last page/s of the document that identifies amendments that have been made.
- 1.4 The Council of Clubs will nominate a member of Council to be responsible for the retention of all AWA documents in an editable format.
- 1.5 Documents will only be circulated to members and displayed on the AWA Web site in Adobe PDF format, unless part of the document contains a form that can be made available to members for the purpose of inputting information/data.

2. Document Numbering Convention.

- 2.1 Each approved document will be given a number based on the following convention; [Group No]-[Document Number.Sub Number]-[Initial Date of Approval].
- 2.2 The group number will be determined by the following :
 - 100 – Principle Governance Documents
 - 200 – Administration Documents/Forms
 - 300 – Policy Documents
 - 400 – Procedure Documents
 - 500 – Guidance Notes/Manuals
 - 600 – Forms (Not Identified in any Group)
- 2.3 The Document number will be a sequential three (3) digit number derived from the documents contained within the particular group.
- 2.4 The Document sub-number will be a sequential two (2) digit number derived from the number of related documents that form part of the Primary Document, such as

schedules forms etc. The Primary Document will have a sub-number of 01.

2.5 The initial date of approval will reflect the year and month i.e 201309, that the document was first approved by the Council of Clubs. It will only be changed when the document has been reviewed and approved by the Council of Clubs.

2.6 Each Document will have a formal Name which will be a descriptive title of its content and the Name will include the current version number if applicable.

3. Formatting

3.1 Each document will be formatted using sequentially numbered paragraph with each sub-paragraph being indented and numbered as a sub group of the initial paragraph.

3.2 Each heading within the document will be in bold type.

3.3 The font and point size for all primary documents is to be Arial 11pt, all forms are exempted from the font size only. Discretion should be used when selecting a font size so as to place emphasis on important elements of any form.

4. Template

4.1 This document serves as an example of required formatting and construction style adopted by Archery WA.

5. Referencing AWA Documents

5.1 When referring to an AWA Document both within the existing document or from an another AWA Document it is acceptable to refer to the document by using the [Group Name]-[Document Number].[Sub-Number] only as these numbers will not change once the document has been initiated and approved.

5.2 As an example this documents formal title will be;

300-001.01-201309 – AWA Document Construction and Formatting V 0.0

However it may be referred to as Document 300-001.01 within any AWA Document.

5.3 When listing AWA documents in a public forum the full title will be used and documents will be listed in numerical order. i.e.

100-001.01-201308 – AWA Constitution

100-002.01-201104 – AWA By-laws V 2.5

200-001.01-201309 – AWA Code of Conduct V 2.0

200-002.01-201211 – AWA Elected Officer Nomination Form V 0.1

300-001-01-201309 – AWA Document Construction and Formatting V 0.0

Notes

This is a compilation table of document 300-001.01 and includes the amendments made to the document by the Council of Clubs. This table does not form part of the document.

Compilation table

Date	Version	Clauses Amended	Details and Comments
Sept 2013	1.0	All	New Document