

Bedford and County AC

Timetable for review of club policies and role descriptions

Policy	Review	Date
Safeguarding	Annual	January
Risk Register	Quarterly	
Articles of Association and Rules	Annual	February
Privacy Notice	Annual	March
Development Plan	Quarterly	
Disciplinary and Grievance	Annual	April
Risk Register	Quarterly	
Inclusion	Annual	May
Codes of Conduct	Annual	June
Development Plan	Quarterly	
Athlete / Coach Pathway	Annual	July
Risk Register	Quarterly	
		August
Development Plan	Quarterly	September
Health and Safety	Annual	October
Risk Register	Quarterly	
Social Media	Annual	November
Anti-bullying policy	Annual	
Development Plan	Quarterly	December

Role Descriptions (RD)

Role Description	Review
Club President	Annually prior to AGM (March)
Club Chair	Annually prior to AGM (March)
Club Vice Chair	Annually prior to AGM (March)
Club Treasurer	Annually prior to AGM (March)
Club Secretary	Annually prior to AGM (March)
Volunteer Co-ordinator	As necessary, prior to appointment
Membership Secretary	As necessary, prior to appointment
Welfare Officer	As necessary, prior to appointment
Health and Safety Officer	As necessary, prior to appointment
Team Manager	As necessary, prior to appointment
Event Manager	As necessary, prior to appointment
Officials Secretary	As necessary, prior to appointment

October 2022