



**Ice Hockey Western Australia
Record Keeping Policy 2016**

Effective date: 1 April 2016

Version: 1.1

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1. Purpose

All members of Ice Hockey Australia (IHWa) are subject to the terms stated within the *IHWa Ethics Framework* in relation to their conduct when dealing with IHWa official records.

2. IHWa Ethics Framework

IHWa have adopted the following ethics framework by which members are accountable in their behaviour and conduct or actions:

- Member Behaviour Policy 2016
- IHWa Complaints Procedures 2016
- IHWa Codes of Behaviour and Ethics 2016
- IHWa Working with Children Guidelines 2016
- IHWa Communication Policy 2016
- IHWa Record Keeping Policy 2016

3. Who is bound by this Policy

All IHWa members are required to adopt the basic principles of record keeping stated in this policy.

4. The Associations Incorporation Act 1987

The *Associations Incorporation Act 1987* requires an incorporated association to keep the following records:

- an up-to-date register of all members, including their residential or postal addresses;
- an up-to-date version of the rules;
- an up-to-date list of the names and addresses of people who are office holders under the rules of the association, including committee members, any trustees, and those authorised to use the common seal;
- accounting records that correctly record and explain the financial transactions and position of the association in such a manner that allows true and fair accounts to be prepared; and
- every disclosure of interest made by a committee member (to be recorded in the minutes of the meeting at which the disclosure was made).

5. Storage of official records

It is the responsibility of each record holder of official records to store the records securely – this includes:

- all electronic records
- all emails both on official and private email accounts
- all hard copy documents related to administration
- game and team documentation in electronic form

6. Disposal of Records

All records relating to IHWa official business is required to be kept for a minimum of seven years unless otherwise stated in legislation and must not be destroyed without the approval of the State Executive. This includes:

- Emails
- Meeting minutes – both hard and electronic copies
- All hard copy documents related to administration, game and team documentation

- Formal complaints
- Other records required to be retained by law

7. Version control

| Version | Date | Changes |
|----------------|------------------|----------------------------------|
| 1 | 25 February 2016 | Initial Policy or consultation |
| 1.1 | 1 April 2016 | Minor changes after consultation |