

**Rover Scout Motorsport**  
**ADMINISTRATION POLICY**  
**POLICY RATIFICATION**

This policy addresses the processes and requirements regarding the ratification of all Rover Scout Motorsport Policies and Guidelines.

**Rationale:**

In August 2012, RSM ratified a series of policies and guidelines designed to streamline administration and event processes and to provide clarity in regards to the running of events.

**Process:**

The process for the ratification of the RSM Policies and Guidelines is outlined below:

- All Policies and Guidelines are to be identified as an Administration Policy, Event Policy or Event Guideline.
- All Policies and Guidelines will have a unique identity code to make it easily identifiable.

EXAMPLE:

**RSM-AD-2012-TEST**

<b>Policy Owner:</b> RSM - Rover Scout Motorsport	<b>Policy Type:</b> AD – Administration	<b>Creation Date:</b> Year of creation – this does	<b>ID:</b> A Key Word or abbreviation of
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- Once put in place, all policies are in force for a minimum 12 months and a maximum of 3 years after which they must be reviewed and re-ratified by the Rover Scout Motorsport Executive.
- Ratification of policies can only take place at any RSM General Meeting.
- Individual Policies can be reviewed after a minimum 12 months if there is sufficient reason.
- All policies are required to be reviewed and ratified after a maximum of 3 years.
- Policies will be tabled for a month before being accepted.