

SAP: documentation and procedures

Introduction

We want the right set of documentation and procedures that provide transparency and guidance for members, while retaining a welcoming tone and avoiding over-formalisation. We also want these documents to be organised and available. We have many of the pieces in place, and a little further work will get us where we want to be.

Overall approach

We will have a set of documents available in a members-only area of the website that has a clear folder structure. Documents will vary from formal (e.g. the constitution) to informal (e.g. production guidance). We will keep formal documentation to the minimum necessary.

Files

1. The definitive version of all documents will be PDF, so they can be created and read by anyone.
 - However, each document will also have an equivalent editable version that might be in MS Word, Apple Pages, or some other format depending on who created it. This is to enable the document to be revised when necessary.
2. All documents will have a file name using the following format:
 - [Name] [Date YYYYMMDD], e.g. "Risk Assessment Template 20260423".
 - This means that different versions of a document will be listed together, and in date order, in the folder.
3. All documents will have a standard header at the start, that notes the following information:
 - Title
 - Authors (name, e.g. Neil Jacobs)
 - Document owner role (role, e.g. Committee, or Treasurer)
 - Date of this version

Folders

The folder structure will be based on the following:

1. Governance
 - a. Constitution
 - b. Policies (Formal)
2. Membership & People
3. Productions
4. Finance
5. Safety & Safeguarding
6. Publicity & Communications
 - a. Greasepaint
7. Committee Administration
 - a. Minutes
 - b. AGMs
 - c. Post-production reviews
 - d. Documentation

Documents

Using the folder structure suggested above, the following table proposes a set of SAP documents.

Folder	Docume	Description	Current status / notes / queries
Governanc e /	Constituti on	Document constituting SAP	Current, but does it include Committee Terms of Reference?
Governanc e / Policies (Formal)	Data protection	Covers GDPR, consenting procedures	Current, check photo consent is covered
	Safeguar ding	How we handle all situations involving children	Current, check it covers all situations (production, set build,
	Health and	Overarching policy that signposts to other documents	Required
	Charity	How we manage donations	Current
Membershi p and People	New member welcome	What a member can expect from SAP and what SAP expects from members.	Unclear: Barbara and Wendy drafted one, what does Sally send out now?
	Members hip expectati	Expectations on conduct, inclusiveness, etc	Required
	Temporar y Members	For short term helpers, volunteers, etc	Current
	Officer role	Set of role descriptions for officers on the Committee	Treasurer and Publicity roles exist. Other?
	Productio n role descriptio	Set of role descriptions for those involved in productions – synopsis and fuller	Some exist (stage manager), others needed

Productions	Production Manual (table)	Timeline / checklist, for each role (director, producer, committee, etc). Who does	Draft
	Production summary (prose)	How we do things at SAP, and why. Covers: <ul style="list-style-type: none"> • Production selection principles (committee role) • Auditions & casting processes • Rehearsal practices 	Required
Finance	Finance & Budgeting Guidance	How we manage overall and production budgets, approvals, responsibilities,	Required
Safety & Safeguarding	Risk Assessment	Used per production	Current
	Fire Evacuation	Venue specific	Current
	Fire Safety	Displayed	Current
	PEEP process	As required	As required?

Publicity & Communications	Social media	Guidance on using social media	Currently described as a 'policy'; is this right?
	Branding guidance, logos, etc	Branding materials and guidance on their use	Current but might need enhancing?
Publicity & Communications /	Greasepaint	Archive of issues of Greasepaint	To be compiled?
Committee Administration / Minutes	Committee minutes	Archive of Committee minutes	To be compiled?
Committee Administration / AGMs	AGM agendas and	Archive of AGM agendas and minutes	To be compiled?
Committee Administration / Post-production	Post-production reviews	Archive of post-production reviews	To be started
Committee Administration /	SAP documentation and	Versions of this document	Draft