



International Mounted Games Association Compliance Sub-Committee

Work Order Document

Requested:	10/12/2014
Deadline:	01/09/2015 (final) 01/08/2015 (for executive officers)
Reference:	COM-201415-005
Name:	Membership Criteria Check Procedure

Requirements:

During the second half of 2013 IMGA, for the first time, completed a thorough audit of its members to ensure that they complied with the official IMGA membership criteria. The objective was to ensure that existing members conformed to the requirements for new members.

It was a difficult exercise given that it had never been done before and there was a great deal of uncertainty as to what sort of information would be offered as proof for compliance with the membership criteria.

Having gone through that painful process it is now the task of the Compliance sub-committee to look at the lessons, both good and bad, learned from that first checking exercise.

The huge discrepancies in the quality and quantity of information provided by members (ranging from every document they could possibly find, to absolutely nothing at all) indicates that IMGA needs to be more specific about how future such audits should be organised and controlled. A strict procedure is needed.

A document should be creating explaining exactly what is required and when, showing examples of the types of acceptable (and not acceptable) responses.

The document itself should follow the same basic "look and feel" and layout of other official IMGA documents, all of which can be found at:

<http://www.mounted-games.org/imga/documentation/index.html>

The aim is to have a fully formulated and agreed document in place to put to the IMGA International Representatives for approval via e-mail before September 2015, which is when the next audit is scheduled to begin.

In order to achieve this, the Compliance sub-committee should aim to present a first draft for comments to the IMGA executive officers well in advance of that date.

As the procedure will it self need to be put into action during the second half of 2015 it is vitally important that this is agreed and signed-off ahead of that time.

Completed Date:	
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Comments:

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