



PETERBOROUGH CITY SOCCER ASSOCIATION

COMMUNICATIONS POLICY

July 2015

Proper communication within the Peterborough City Soccer Association is vital to our success. These policies have been created to ensure that a minimum level of communication is maintained within the club. Efforts should be made to ensure that where possible, the standards and frequency of communication meet the requirements of the club members.

1. Annual General Meetings (AGM) once a year in December.
2. Board of Directors: Board meeting minutes will be made accessible to the club members within two weeks of their approval at the next scheduled board meeting. Minutes should be accessible in hard copy format (Binder to be kept outside club office) and in the 'Members-only' section of the PCSA website, if possible. Where possible, the agenda for the upcoming board meeting should be made available to the membership prior to the meeting.
3. Committees: Any committees formed as sub-sections of the board must report by having minutes of the meetings available to membership in the manner outlined under the Board of Directors.
4. The PCSA Bylaws, Policies and Rules: The club bylaws, policies and rules must be made available to club members. Hard copies should be maintained in a binder outside the club office and where possible, should be placed on the Club website.
5. Membership Communication: Informally, throughout the year, there will be cause to communicate club activities and events to the general membership. To facilitate this, the club maintains a master email distribution list through Power Up. Where possible, a hard copy of any communications should be maintained at the club for member access. Members should be kept abreast of: 1. Club events (Tournaments, field changes, social activities, meetings, etc.) 2. Volunteer requirements and Communications from The Canadian Soccer Association and The Ontario Soccer Association. 3. Notices of equipment allocations, clarifications on club rules, when necessary, etc.
6. Portfolio Contacts: Contact information for the Board of Directors, Committees, Working Groups and club staff are available on the website.
7. Website Guidelines: The website must update and maintain these elements as a minimum requirement. Additional development is encouraged but is not necessarily vital to the club needs. The posting to the site must be amended (Within a reasonable timeframe) when changes are made.