



# Croatia Norval S.C.

## Communication Policy

<u>Policy Type</u>	<u>Author</u>	<u>Approved By</u>	<u>Approval Date</u>
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Croatia Norval SC adopts and follows policies per Ontario Soccer standards and guidelines from the Peel Halton Soccer Association. CNSC also implements the following policies to assist in the fairness and equitable application of rules in the organization.



# Croatia Norval S.C.-Policies & Procedures



## **Section 22: Communication Policy**

Proper communication within the Croatia Norval Soccer Club 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)/ Special General Meetings (SGM) will be posted, and members notified at least one (1) month before an AGM or SGM. In both cases, members shall be notified by all forms of communication endorsed by the CNSC including, Email, Website and other social or print media.
- 2) Board of Directors: Board meeting minutes will be made accessible to the club members within two (2) weeks of their approval at the next scheduled board meeting. Minutes should be accessible in hard copy format (Binder within the club office) and the 'Members-only' section of the Croatia Norval Soccer Club website, if possible. Where possible, the agenda for the upcoming board meeting should be made available to the membership before the meeting.
- 3) Sub Committees: Committee Chairs shall report on the decisions, proposals and discussions of the specified Committee, providing minutes of the last Committee meeting. These minutes will be provided to the membership in the manner outlined under the Board of Directors.
- 4) Additional committees: Any other committees formed as sub-sections of the board must report as outlined above.
- 5) CNSC 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 within the club office and where possible, should be placed on the Club website.
- 6) Membership Communication: Informally, throughout the year, there will be a cause to communicate club activities and events to the general membership. To facilitate this, the club maintains a master email distribution list. Where possible, a hard copy of any communications should be maintained at the club for member access. Members should be kept abreast of:
  - i. Club events (Tournaments, field changes, social activities, meetings, etc.).
  - ii. Volunteer requirements and Communications from Canadian Soccer and/or Ontario Soccer.
  - iii. Notices of equipment allocations, clarifications on club rules, when necessary, etc.



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## **Section 22: Communication Policy(cont'd)**

- 7) Portfolio Contacts: Contact information for the Board of Directors, Sub Committees, Working Groups and club staff should be provided to the members. This contact information should be posted at the club and made available on the website where possible.
- 8) 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's needs. The posting to the site must be amended (Within a reasonable timeframe) when changes are made.