



Carleton Place Soccer Club Inc.

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Policy #16-2013

Communication Policy

Proper communication within the Carleton Place 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) From the CPSC Soccer Club Bylaws: "Before November 30th of each year."
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 Carleton Place Soccer Club website, if possible. Where possible, the agenda for the upcoming board meeting should be made available to the membership prior to the meeting.
3. To ensure efficiency in operations of the club Directors on the Board have the ability to conduct club business via email and email voting. Please email protocols in the Board of Directors manual for details.
4. Sub Committees: The Club Coaching/ Fields/ Registration and Executive Committees shall report on their Committee meetings; providing minutes of the last Committee meeting at the next scheduled Board of Directors meeting. These minutes will be provided to the membership in the manner outlined under Board of Directors.
5. Additional committees: Any other committees formed as sub-sections of the board must report as outlined above.
6. Carleton Place Soccer Club 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 held by the Secretary/Administrator and where possible, should be placed on the Club website.

7. 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. 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, The Ontario Soccer Association and the Eastern Ontario District Soccer Association. 3. Notices of equipment allocations, clarifications on Club rules, when necessary, etc.

Policy Voted/Accepted at the Board of Director's meeting:

March 19th 2013

Policy Signed by: Bradley Simpson on March 19th 2013
Bradley Simpson, President Date

Policy Signed by: Mark Dorland on 19 MAR 13
Mark Dorland, Secretary Date