



Communications Policy

Proper communication within the London – St. Thomas Croatia Soccer Club is vital to our success. These policies have been created to ensure a minimum level of communication is maintained within the club. Efforts should be made to ensure where possible, the standards and frequency of communication meet the requirements of the club members.

1. **Annual General Meetings (AGM) and Special General Meetings (SGM) from the London – St. Thomas Croatia Soccer Club Constitution:**

Notice of the AGM is sent via email to all active members and is posted on the website at least 30 days in advance.

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. Soft copy Minutes can be requested by any club member by contacting the club at info@croatiafc.com. If a Members-only section is established on the LS Croatia SC website in the future, the Minutes will be posted. Where possible, the agenda for the upcoming board meeting should be made available prior to the meeting.

3. **Sub Committees:**

Any sub-committees shall report on the Committee providing minutes of the last sub-committee meeting. These minutes will be provided to the membership in the manner outlined under Board of Directors. At present, there are no standing sub-committees of the LS Croatia SC. All business is conducted at the Board level.

4. **Additional committees:**

Any other committees formed as sub-sections of the board must report as outlined above.

5. **London – St. Thomas Croatia 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 and where possible, are placed on the Club website. A copy of the Constitution is available on the website under About Us.



LONDON - ST. THOMAS CROATIA SOCCER CLUB

6. **Membership Communication:**

Informally, throughout the year, there will be cause to communicate club activities and events to the general membership. The Club do this through four ways: a seasonal newsletter, Facebook/Twitter, www.croatiafc.com and through occasional emails to the entire membership. To facilitate this, the Club maintains a master email distribution list. A copy of pertinent communications to members will be posted on the website under the News section. Members should be kept abreast of: club events (meetings, tournaments, social activities, registration, fundraising, etc.); volunteer requirements and communications from the Canadian Soccer Association and the Ontario Soccer Association; notices of other items as required.

7. **Team Communication:**

The club administrator will maintain distribution lists for various groups within the club. These include Youth teams, Senior Teams, etc. Regular communication occurs within these groups. The groups are kept up to date on such things as equipment requirements, registration updates, tryout information, roster updates, league rules and updates, meetings, etc.

8. **Coach Communication:**

All written communication to individual youth players (i.e. those under the age of 18) from coaches or team managers must include the player's parent. Coaches/managers shall not use such communications tools as Facebook, other social networks, Instant Messaging, etc. to communicate with his/her players that bypass the parents or legal guardians of youth players unless it is clear and agreed upon by team parents that this function will be used.

9. **Portfolio Contacts:**

Contact information for the Board of Directors, Sub Committees, Working Groups, Coaches, and Club administrator should be provided to the members. This contact information is available by contacting the club by email or by accessing the club website.

10. **Website:**

The website contains a great deal of information. This is the main source of information for club members. The website must be updated within a reasonable time frame and kept current.