



Communications Policy

Proper communication within The Soccer Club of Toronto 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 Soccer Club of Toronto Bylaws
2. Board of Directors: Board meeting minutes will be made accessible to the club members at our Annual General Meeting.
3. Sub Committees: The Club Head Coach/Head Referee/Administrator shall report on all Committee meetings that take place by providing minutes to the Board of Directors. These minutes will be provided to the membership in the manner outlined under Board of Directors.
4. Additional committees: Any other committees formed as sub-sections of the board must report as outlined above.
5. The Soccer Club of Toronto Bylaws, Policies and Rules: The club bylaws, policies and rules must be made available to club members, and will be accessible on the Club website.
6. 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. Members should be kept abreast of:
 - a. Club events (Tournaments, field changes, social activities, meetings, etc.)
 - b. Volunteer requirements and Communications from The Canadian Soccer Association and The Ontario Soccer Association.
 - c. Notices of equipment allocations, clarifications on club rules, when necessary, etc.
7. Portfolio Contacts: Contact information for the Board of Directors, Sub Committees, Working Groups and club staff should be provided to the members.
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 needs. The posting to the site must be amended (Within a reasonable timeframe) when changes are made.