

New Fairfield Soccer Club Communication Policy

Adopted 08/06/2007

Revised 00/00/200_

The President of the New Fairfield Soccer Club shall act as the principal spokesperson for the club. No club member, Director, Committee Member or Officer shall speak on behalf of the club. All external communications must be approved by the President and/or the Board of Directors prior to distribution. External communications are defined as intended for the general public. Internal communications may not require approval – when in doubt check with the President first. Internal communications are defined as intended for club members, coaches and Board Members. Recognizing that the club does not currently have the position of Secretary; Board Members and committee members may be required to issue communications in the performance of their responsibilities. In such cases, the communication should close with the following: “By Direction” and then the individuals name and official club title.