

Milton Magic Soccer Club Communication Policy



Milton Magic FC (MYSC) is committed to open and honest communication with its membership and partners.

Milton Magic uses several communication platforms which include but are not limited to:

- Club Website
- Mail
- Email
- Team Portal (TeamSnap)
- Social Media (Facebook, Twitter, Instagram)
- Newspaper / Newsletter
- League and Association meetings (PHSA, OSA, etc.)

All official publications of the Milton Magic FC, including directories, policies, brochures, marketing material etc. shall only be published under the specific authorization of the Club.

Responsibilities of Milton Magic FC Board of Directors and Staff

Milton Magic FC Board of Directors is responsible for:

- Identification of communication platform(s)
- Creation of content
- Authorization and approval of platform costs and usage

Milton Magic FC Staff are responsible for:

- Creation of content
- Distribution of published material
- Responding to all inquiries from members and club partners

Communication to Membership

The MYSC website, <http://www.miltonmagic.com> is the primary platform for communicating with our membership. All relevant communications and Club information is made available through our website.

All website and social media content must be respectful and maintain minimum levels of standard as set by Milton Magic FC. All Club volunteers, employees and members of Milton Magic FC must adhere to the social media Policy & Guidelines that can be found on our website.

Annual General Meetings (AGM) / Special General Meetings (SGM) minutes will be made available in hard copy at the Milton Magic FC Office 30 days prior to the following AGM. These minutes are to be considered unfinished as approval takes place at the following meeting by general consent. Milton Magic FC Constitution, Policies/Procedures, and Rules are posted on the club website and available at the Club Office.

Throughout the year, Milton Magic FC will communicate club activities and information to our membership using the Club website and/or email distribution list. As per CASL regulations, each member can unsubscribe at any time from any future Club email correspondence.

Estimated Timeline of Communication (Events):

- January = AGM date and location finalized
- Mid-January = Registration opens for Outdoor House League programs
- End of January = House League (Winter) schedules are released
- February = Reminder to Referees about OSA Registration
- End of February = Update to membership concerning space available for House League
- April = Spring JDP/Rep team schedules are released
- Middle of April = Advertisement for MYSC Annual Classic Tournament
- May = House League schedules are released
- Middle of May = Summer JDP/Rep team schedules are released
- August = Registration opens for Indoor House League programs
- Middle of August = Try-out schedule for JDP/Rep teams is released
- September = Update to membership concerning space available for House League
- End of September = JDP/Rep team acceptances
- October = Parent meeting and indoor schedules for JDP/Rep teams
- November = House League (Fall) schedules are released

The above timeline of events is only estimated and does not include all communication material.

For JDP/Rep material listed above, it may be communicated by mail, email, or through the team portal (TeamSnap).

Club contact information is maintained and available on the Milton Magic FC website.