

# RYSA Board Communication & Confidentiality Protocol

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**To ensure that Board discussions and meetings are conducted with the frank, open debate necessary for good decision-making, it is critical that there is common agreement as to what information is confidential and what can be reported to others. This protocol summarizes the agreed, collective decision of the Board, to be followed by all Board members by mutual understanding.**

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1. The Board of Directors is a group which works together as a team. To have open, effective Board discussions, all members need to be confident that their comments in debate will not be divulged outside of the Boardroom or Board discussions without their specific approval or agreement.
2. Board decisions are reported in the minutes, usually formally adopted at the next meeting, but Board members can treat decisions taken at Board meetings, except those listed under 5. below, as public information, which can be passed on to members, after the end of the meeting at which they are carried.
3. Once a decision is taken, all Board members agree to “move on” and work on implementing the decision regardless of their own opinion.
4. Respecting the principle of personal free speech, Board members are welcome to divulge outside of the Board whether they themselves supported or opposed any motion, and their own views on the topic. Respecting the principle that good Board decisions require open discussion, and each Director is entitled to make their own decision regarding disclosing their own views, individuals SHALL NOT disclose the margin of any vote or any other named individual’s vote or comments on any issue.

5. The following topics are STRICTLY NOT to be reported or commented upon under any circumstance:

- a. Any issue discussed in camera.
- b. Any issue referred to as “Confidential”, “Not for Release” “Legally Privileged” or similar.
- c. Any personnel issue related to staff, Board or a member, including, but not only, staff compensation or other employment issues, discipline or personal information. Please refer to Rutland Youth Soccer or BC Soccer’s Privacy Policy.
- d. Any issue related to legal or potentially legal issues.
- e. Any issue related to commercial arrangements or contract negotiations.
- f. Any issue related to individual Rutland Youth Soccer members.

6. The board/staff member in the position(s) of Communications Director is/are the media contact(s) for Rutland Youth Soccer, and all media enquiries are to be referred to them. The Chairman may extend media commenting permission to other Directors for clearly non-contentious issues such as League cup or play downs coverage, volunteer appreciation, etc. Rutland Youth Soccer’s press releases often include quotes from Board members. These will only be used if the Director has either supplied the quote or pre-approved a suggested quote.

7. Directors must stay in close contact with and help our membership and give or find information about rules, policy, etc., promptly. To ensure information is accurate, and prevent individuals receiving contradictory advice, it is often useful to refer issues to the committee chair and/or staff member and/or director to get the “official” Rutland Youth Soccer position.

8. Any Director with any real or perceived personal conflict of interest must declare that interest and absent them self from debate/vote/comment on that topic. Please refer to Rutland Youth Soccer or BC Soccer’s Conflict of Interest Policy.

9. Any Director wishing to act otherwise on a specific issue must obtain approval from the media contact as denoted in Item 6 prior to action. Any Director can propose amending or revoking this Protocol at any Board meeting.