

## **Prospect Academy Football Club Transparency, Communication and Engagement Policy**

### **1. Purpose**

The purpose of this public access policy is to establish guidelines for the Prospect Academy Football Club regarding the appropriate distribution and publication of the club's governing and management documents. The policy aims to promote world class levels of transparency and good governance whilst maintaining the integrity of the club and its members.

### **2. Scope**

This policy applies to all members of the club and specifically the members of the executive committee and refers to the release of meeting summaries, administrative documents, and financial records for the club.

### **3. Meeting Minutes and Summaries:**

- Meeting minutes should be recorded for all official club meetings, including Executive Committee meetings, general meetings, and sub-committee meetings. These minutes should be documented accurately and include key discussions, decisions, and action items.
- Summaries of all Executive Committee and General meetings will be made available to club members, stakeholders, and the public. This promotes transparency and ensures that everyone is informed about the club's activities.
- Post-meeting summaries for Executive Committee meetings and General meetings will be published by the Club's secretariat following confirmation of the Minutes.
- Only a summary of the decisions will be published.
- Executive Committee discussions will not be disclosed.
- Summaries of decisions of a sensitive nature, matters of a sensitive economic nature, those where publication breaches regional or international conventions and those relating to personal privacy will not be disclosed.
- Post meeting summaries will be available on [prospectacademyfc.com](http://prospectacademyfc.com) and the Club's digital channels.

### **4. Administrative Policies:**

- Documenting Policies: Administrative policies should be clearly documented and easily accessible to club members and stakeholders. These policies could cover areas such as membership, code of conduct, grievance procedures, and volunteer guidelines.

- Distribution: Similar to meeting summaries, administrative policies will be made available on the club's website or shared directly with stakeholders when they join the club or renew their membership.

### **5. Financial Records:**

- Record Keeping: The Executive Committee will maintain accurate financial records that track the club's income, expenses, and budget. This is essential for transparency and accountability.

- Accessibility: In line with the club's legal and regulatory obligations, detailed financial records must be shared with relevant authorities.

- At minimum, summaries of the club's annual budget and financial performance will be made available on [prospectacademyfc.com](http://prospectacademyfc.com) and the Club's digital channels.

- Privacy: While financial transparency is important, sensitive financial information (like personal contact details of donors or sensitive payment information) should be handled carefully and will not be released publicly.

- Confidentiality: Ensure that any sensitive information, such as personal details of members or employees, is handled in accordance with data protection regulations.

#### **6. Communication and Engagement:**

- Regular Updates: The Executive Committee must communicate regularly with members about club activities, decisions, and financial health. This can be done through newsletters, social media, and other communication channels.

- Feedback Mechanism: The Executive Committee must provide a way for stakeholders to ask questions, offer suggestions, or voice concerns about the club's operations and policies.

#### **7. Balancing Transparency and Privacy:**

- Openness: The Club strives for transparency while respecting the privacy and security of individuals' personal information.

- Sensitive Information: Some financial details might be sensitive, such as individual donor contributions. The club will determine how to share aggregated financial information without compromising privacy.

PAFC Executive Committee

Adopted: 1<sup>st</sup> September 2023