

## ***UPPER ISLAND SOCCER ASSOCIATION (UISA)*** ***Steering Committee Declaration of Commitment***

### **DECLARATION**

*Please complete the following statement below.*

I, \_\_\_\_\_, confirm that as of \_\_\_\_\_ I commit to  
(print name) (date)  
regular participation in Steering Committee meetings and in the volunteer activities required to ensure Steering Committee deliverable obligations to the Upper Island Soccer Association are completed, until my term of office or employment has expired. I will objectively represent UISA program goals on the steering committee and commit to a relationship of mutual cooperation with my fellow steering committee members to deliver UISA-approved programming to our members.

**Signature:** \_\_\_\_\_

### ***Steering Committee Communication & Confidentiality Protocol***

To ensure that Steering Committee (SC) 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 UISA Board, to be followed by all Steering Committee members by mutual understanding.

1. The Steering Committee is a group which works together as a team. To have open, effective Steering Committee discussions, all members need to be confident that their comments in debate will not be divulged outside of the meeting room or SC discussions without their specific approval or agreement.
2. Steering Committee decisions are reported in the minutes, and formally adopted at the next UISA board meeting if appropriate, but Steering Committee members can treat decisions taken at SC 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 voted on and carried.
3. Once a decision is taken, all Steering Committee members agree to “move on” and work on implementing the decision regardless of their own opinion.
4. Respecting the principle of personal free speech, Steering Committee members are welcome to divulge outside of the SC whether they themselves supported or opposed any motion, and their own views on the topic. Respecting the principle that good Steering Committee decisions require open discussion, and each member 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.

**UISA–Steering Committee Declaration of Commitment, Communication & Confidentiality Protocol**

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, the Steering Committee or a program member, including, but not only, staff compensation or other employment issues, discipline or personal information. Please refer to 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 steering committee or UISA board members.
6. The staff member in the position of Executive Director is the media contact for UISA and all media enquiries are to be referred to them. The UISA District Chair may extend media commenting permission to other Steering Committee members for clearly non-contentious issues such as tournament or play downs coverage, volunteer appreciation, etc. UISA press releases often include quotes from UISA Board or Steering Committee members. These will only be used if the Director or Steering Committee member has either supplied the quote or pre-approved a suggested quote.
7. Steering Committee members 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 UISA District Chair and/or Executive Director to get the “official” UISA position.
8. Any Steering Committee member 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 BC Soccer’s Conflict of Interest Policy.
9. Any Steering Committee member wishing to act otherwise on a specific issue must obtain approval from the media contact as denoted in Item 6 prior to action.

**Name:** (Please Print) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_