

# "Effective Communication"

Sunnybank Saints Soccer Club, like any organization, requires effective communication from all parties so as to achieve its objectives.

The Management Committee, the Coaches, the Managers, as well as the players and parents need to work together.

*The following priorities must be addressed for effective communication to be achieved within the club.*

- It is highly recommended that both the Coach and the Manager attend the club meetings. However if this is not possible, **always** have at least one representative of your team attend the monthly general meeting. This is often when communication breakdown occurs as this forum is the principal opportunity for dissemination of information.
- **Always** make sure information from these club meetings is passed on to the appropriate people within your team.
- **Always** have someone, usually the Manager, collect your team's mail from the Lister Street Administration Box every week whether you are playing at-home or away. Newsletters, Match Cards and other information relevant to your team will be included each week.
- **Always** have someone, usually your Manager, return your **Match and Results Report**, and any other information after your game into the Results Box provided beside the Administration Box at Lister Street.
- Provide articles from time to time to the Newsletter editor. These can be left in the Results Box also.
- Read carefully all other information and minutes of meetings etc, and inform the appropriate people in your team as required.
- **Please approach any member of the Management Committee if you have any question, problem or even words of encouragement.**