

Oxford United Fan Advisory Board

MEMORANDUM OF UNDERSTANDING

1. Parties

The parties to this Memorandum of Understanding ("MOU") are:

1. Oxford United Fan Advisory Board, a Fan Advisory Board made up of fan representatives of Oxford United Football Club ("the FAB").
2. OXFORD UNITED FOOTBALL CLUB ("the Club")

2. Overview

The purpose of the MOU is to strengthen the relationship between the Club, its supporters and supporters' groups, and to ensure the Club actively consults with supporters and takes their views into account at all levels of decision making.

The aim of the MOU is to allow Oxford United FAB to assist the Club to make decisions that are in the best interests of the supporter base.

The FAB is designed to be inclusive and to represent the full demographic range of the Club's supporter base, to whom the FAB and the Club are accountable.

The minimum level of expected commitment is for senior Club representatives (owners, directors, senior executive management) to meet with the FAB at least 4 times a year.

The purpose of the FAB is to enable supporter input on discussions and topics.

Topics considered appropriate for discussion include but are not limited to:

- Club business strategy, governance & finance
- Stadium renovation / strategy
- Club heritage, e.g. colours, kit, crest and stadium sale / move
- Which competitions the Club plays in
- Sponsorship principles / core values
- Corporate social responsibility & community
- Equality, diversity & inclusion
- Environmental sustainability plans
- Independent board appointments
- Match day experience & operational issues, including kick off times
- Ticketing pricing & distribution
- Safety & security

The FAB is not concerned with team matters such as player recruitment and selection; details of employment contracts at the Club; or management appointments.

This is not a legally binding document or contract, but it is a statement of the principles that the FAB and the Club subscribe to, to create an effective, mutually beneficial, structured communication channel.

3. The Oxford United FAB will:

1. Be properly constituted with representation from supporters' groups and individuals from the Oxford United fan base.
2. Encourage those representatives to consult with their individual group membership and / or the wider fan base regularly on issues of importance particularly ahead of FAB meetings with the Club.
3. Provide a regular channel of communication and consultation between the Club and its fan/community base, in addition to the Club's other channels of supporter engagement.
4. Consist of suitable, non-conflicted, people who understand their role as representatives for supporters, not just to voice their own views.
5. Appoint a Chair, Vice Chair and Secretary from their number to facilitate the smooth running of meetings.
6. Where agreed by the Club and FAB, create sub-committees to work on particular focus areas and to meet between FAB meetings to carry out more detailed discussions. Reporting back to the FAB when relevant.

4. The Club will:

Send suitable senior Club representatives to attend meetings who have the appropriate knowledge of the Club and decision-making authority. This should include its nominated board level official, in addition to appearances from the owners, CEO and other active senior executives and Directors. The Club commits to the CEO attending at least 2 meetings per year.

If requested provide a meeting space for full Oxford United FAB meetings.

Provide a suitable level of information with a level of detail that builds trust and understanding of how the Club is being run, including:

1. The Club's strategic vision and objectives
2. Short-, medium- and long-term strategy
3. Club business performance updates, priorities and plans
4. Stadium issues and plans
5. Club community strategy
6. EDI commitments
7. The Club plan for broader supporter engagement, and in particularly the Club's EFL Fan Engagement Plan

Consult the FAB about significant decisions such as any permanent or temporary ground move, significant stadium changes, change of Club badge, Club branding, Club name or substantial change to Club colours.

Discuss ticketing matters such as, but not limited to:

1. Significant changes to pricing,
2. Format,
3. Terms and conditions and conditions,
4. Availability of tickets
5. as well as any other items that significantly impact fans in relation to matchday arrangements.

Include any discussions with public bodies (SAG etc) which would impact supporters.

Use the meetings to discuss wider league/national consultation that will affect supporters.

Take the opportunity to discuss any potential ownership changes including future opportunity for supporters to invest in their Club.

Not exclude individuals without good reason, i.e. disciplinary panel acknowledge a breach of the code of conduct.

Respect Oxford United FAB as a functioning fan representation and engagement construct, making no negative, comments aimed at undermining the functioning of the FAB, or abusive comments on social media or publicly.

The Club may consult with or update the FAB between meetings. The Club will disseminate relevant information by electronic means to all fan representatives, with responses collated and returned via the FAB Chair or Vice-Chair unless agreed otherwise between the Club and FAB.

Consultation shall be in line with the Gunning Principles:

- Discussions with the FAB begin when proposals are at a formative stage,
- Sufficient information is given for 'intelligent consideration'
- Adequate time is allowed for consideration and response
- The product of consultation is conscientiously considered when finalising proposals.

5. Both parties will:

1. Agree agenda items at least 7 days before the date of the meeting, circulating sufficient supporting information to be read ahead of the meeting.
2. Keep a record of the meeting. Minutes will be taken by the FAB secretary, with actions clearly laid out in the minutes and reviewed, amendments made as required and agreed at each meeting, following the agenda. In the event of the secretary's absence, a minute taker will be appointed from the FAB members in attendance.
3. Draft minutes will be circulated to attendees within three working days of the meeting, with deadline for comments being three working days from that point. Minutes are published on the FAB webpage within ten working days of the meeting.

4. Respect that some items may be sensitive and deemed confidential, the confidentiality of such items will be governed by the Confidentiality Agreement.
5. Plan a schedule of meeting dates for the upcoming year and make every effort to stick to those original dates.
6. Publish minutes/reports agreed by both parties in a timely coordinated manner.
7. Share key contact information including roles and decision-making powers.
8. Ensure the meeting is 'structured' so that any topics that either party wants to discuss can be done so in an appropriate environment.
9. Respect all attendees including no negative or abusive social media or public comments regarding specific members or the groups they represent. Breaches of expected conduct will be governed by the Code of Conduct.
10. Agree to act in accordance with the Code of Conduct, the Confidentiality Agreement and the Equality and Diversity Statement.
11. Agree upon the wording of an annual report to be made public regarding the work of the the FAB.
12. Complete the Fan Engagement Plan annual assessment required by EFL Regulation 128.

6. Recommendations and decision-making

Recommendations and actions will be discussed and agreed between both parties during meetings.

Agreed actions will be recorded in the minutes and reported on at the next meeting.

The aim of the meeting should always be to try and make decisions by consensus.

The FAB recognises that the Club is not bound to act on the outcome of these discussions, albeit it is expected to take note of the outcome and use that in any considerations.

7. Amending the Memorandum of Understanding

This MOU may be revised by the parties upon consensus of any suggested changes by either party.

Should any changes to the make-up of the FAB occur, the Club/FAB relationship, including this MOU, will be reviewed accordingly.

Equality and diversity statement

Oxford United Football Club (the Club) and the Oxford United Fan Advisory Board (the FAB) are committed to promoting equality by treating people fairly and with respect; and by providing equal access and opportunities for all supporter representatives.

Both the Club and FAB members will not tolerate abusive behaviour or discrimination in any form.

Both parties will work together to celebrate equality and diversity at the Club.

The FAB is designed to be inclusive, providing a representation of a broad demographic of fans, welcoming the views and opinions of all supporters.

Each party hereby confirms its agreement to the terms contained in this memorandum of understanding.

Signed on behalf of the Oxford United Fan Advisory Board:

Name:

Position:

Date:

Signed on behalf of the Oxford United Football Club:

Name:

Position:

Date