



**LEEDS UNITED
FOOTBALL CLUB**

**Leeds United Supporters Advisory Board
Terms of Reference 2025/27 seasons**

**Including Code of Conduct and
Confidentiality Agreement**



MISSION STATEMENT, AIMS AND OBJECTIVES

‘The SAB exists to give supporters a voice within the club’s structure. Enabling a two-way collaborative dialogue on issues that are important to the fans and the club.’

- The principal job of a SAB is to convey and help LUFC understand the needs, views and aspirations of the average Leeds supporter.
- To improve both the match day experience and improve the services offered to fans by LUFC.
- It is part of the role of SAB members to be used as a ‘sounding board’ by LUFC as to new ideas, changes or any other matters the senior management of LUFC wish to put to the SAB.
- It is not the role of the SAB to involve themselves in issues regarding on-pitch matters such as team selection, recruitment, team management, etc. unless asked by LUFC for observations or comments.
- Issues may include but are not limited to:-
 - Heritage assets including kit, colours, emblem and stadium.
 - Ticketing processes and costs.
 - Transport issues including the performance of park and ride sites.
 - Fan safety.
 - Operational matchday issues of concern to supporters.
 - Stadium issues and plans.
 - Environmental sustainability.
 - Retail offer and merchandise.
 - The club’s strategic vision and objectives including the short, medium and long-term plans.
 - Equality, diversity and inclusion commitment.
 - The club’s plan for broader supporter engagement.
 - Support the charitable work of the club.



MEETINGS

- Meetings, working group or hybrid meetings, to be monthly, midweek and in the early evening, throughout the year at Elland Road Stadium. Occasionally an alternative venue provided by LUFC may be agreed with both the members and the club.
- Meeting length will be 90 minutes however this can be extended to a maximum of 120 minutes with the agreement of SAB members.
- Meeting dates to be agreed where possible one month in advance taking into account fixture dates.
- Club commitments such as fixture changes mean that a meeting date may need to be changed. The chair will inform SAB members at the earliest opportunity.
- Extraordinary meetings can be called if 5 board members make a request to the chair. Senior club management can also call for a meeting subject to the agreement of the chair.
- The club will provide a names senior officer who will attend meetings.
- The club will provide the name of a senior staff member who will work with the chair to ensure the smooth running of meetings. They will work with the chair to organise agreed speakers, and the production of the agenda and the minutes in a timely manner and any other administrative requirements of the chair.
- Minutes of the meeting to be provided by the club administrator with 5 working days of a meeting. The minutes to be approved as an accurate at the next full meeting.
- There will be one wider supporter focus meeting a year to canvass supporters on their issues and priorities.
- There is an expectation SAB members will from time-to-time volunteer for matchday supporter engagement events.
- There is a time commitment to the SAB of 12 meetings a year and occasional participation in external meetings and for match day fan engagement.
- Meetings are not confidential unless there is a request to keep information confidential.
- If an item appears on the agenda of a meeting during which confidential information will be imparted, this will be brought to the attention of members prior to discussion of that item, wherever possible
- When confidential information is offered to the SAB and vice versa, the person requesting confidentiality must state the following:
 - a. The nature of the information to be kept confidential.**
 - b. The reasons why it is to be treated as confidential information,**
 - c. The length of time for which the information should be kept confidential, but provided this is a fair, proportionate and reasonable period.**



COMPOSITION OF THE SAB

- The SAB will ideally have between 8 and 12 members plus the independent chair.
- The SAB will include a diverse representation of supporters mirroring the make-up of Leeds United supporters and include a range of ages, genders, memberships and include both home and away supporters and aligned to club's equality, diversity and inclusion commitments.
- SAB independent members are elected for two full seasons to provide continuity. The current term of office ends at the end of the 2026/27 season.
- The following main supporter groups will elect and nominate their representatives and can change that representatives or nominate a substitute as they see fit, however it is hoped they will choose someone for a two-season term for continuity. Those representatives will bring agenda items to the chair to be discussed and feedback to the nominating group. The nominee will have their own voice at meetings but will be expected to represent the views of their nominating group. A group can nominate a substitute, if necessary, but that person is also responsible under the rules as signed by their nominating group.
- Leeds United Supporters Trust
- Leeds United Supporters Club
- Leeds United Supporters Network
- Leeds United Disability Advisory Group
- A Leeds United Overseas Supporter Group
- Marching out Together

This is not an exhaustive list other groups can be considered on application.

- That SAB members along with Leeds United will identify any voices not represented by those nominees and seek to appoint further independent members to fill those gaps. The club will run an open recruitment drive using its web site and social media. Supporters will be invited to apply, followed by shortlisting, before the SAB members vote on who they want to be the independent members.
- Existing members can put themselves forward for reselection.
- The SAB will be headed by an independent chair who will be selected by the club and endorsed by SAB members but will not be directly linked to Leeds United and will not be a member of any supporter groups.
- The SAB will also have a deputy chair that is elected by the members and be a member of the SAB.



CHAIRS ROLE and RESPONSABILITIES

- The chair and deputy chair will work together to ensure SAB business meetings, working groups and fan focus meetings are reflective of the issues supporters highlight.
- To consult with SAB members and the club to compile the agenda.
- To run a constructive meeting allowing all members, including those joining online the opportunity to discuss the agenda points and raise additional matters as appropriate.
- To ensure the minutes are produced in a timely manner no more than 5 working days following a meeting. The draft to be provisionally agreed by members and published on the club's website waiting for formal approval at the next meeting.
- The chair and deputy chair to provide a communication link between the SAB and the Club.
- The chair will be responsible for the SAB business meetings.
- The chair and deputy chair to be responsible for any wider fan and working groups and fan engagement meetings. Compiling a list of external invitees in conjunction with the club and SAB members to ensure the topic is covered both internally but externally when needed and with additional supporters who have lived experience of the topic.
- Chair of SAB to complete an annual report at the beginning of the season on the work of the SAB for the previous season to include an assessment of the effectiveness of the SAB to be endorsed by the club chairperson.

ROLE AND RESPONSIBILITY OF A SAB MEMBER

- SAB members must always treat other board members and officials from LUFC with respect and courtesy.
- SAB members must conduct themselves in a manner that will not bring the SAB or the club into disrepute and will not break any club rules.
- Members are expected to attend meetings in person preferably.
- SAB members must not use their membership for their personal benefit.
- SAB membership is to benefit all fans and supporters of LUFC and not any individual, set of people, group(s), organisation(s) or club(s).
- There will be times when members will receive confidential information that is not to be made public except by the club. Members are expected to treat such information as confidential and not pass it on to others in any form.
- SAB members not attending meetings, behaving in a manor unbecoming to SAB membership or having breached confidentiality will have that membership reviewed by the club and SAB.



- SAB members must submit a 250-word personal statement to appear on the SAB web page along with a photograph.
- SAB members are expected to attend SAB meetings and working groups in person, to attend any wider supporter focus meeting. They are also asked to volunteer from time to time to help on any SAB engagement stands on matchdays.
- Chair will ensure that all SAB members will get an opportunity to take part in wider Premier League activities when the opportunity arises on a fair and transparent basis.

ROLE OF LUFC

- To listen to the concerns and issues raised by SAB members. To give reasonable responses or take note, act upon or take further if required and to report back to the board at the next meeting.
- To treat all SAB members with understanding, respect and courtesy.
- LUFC will facilitate the SAB meetings and working group meetings by providing an appropriate venue, facilities, technical support and admin support including a minute taker.
- LUFC will ensure that there is always a member of the club's senior management in attendance at SAB meetings.
- LUFC will ensure attendance at the board of department heads and other club officers as required.
- LUFC will produce minutes to be reviewed by the chair and SAB members within a week (5 working days) of a SAB meeting.
- LUFC will publish the draft minutes online once approved by the SAB members and chair and club, silence to denote approval. Minutes to be then formally approved at the next SAB meeting.
- LUFC will provide administrative services to assist the chair and vice-chair in compiling the meeting agenda as well as ancillary services as needed to help support the role of the chair.
- Club to ensure support to produce a SAB survey for fellow supporters annually to inform the work of the SAB.
- The club will publish communication channels for all fan-related queries. Issues raised will be reported back to the SAB by the supporter engagement officer as a regular SAB meeting item.
- LUFC to set up and maintain a dedicated SAB web page to hold the following and other items the SAB feel appropriate: -
 - Fan Engagement Plan.
 - SAB Terms of Reference.
 - Membership of SAB.
 - Contact Details for club supporter engagement officer and clubs supporter contact details.
 - Minutes of all meetings.



- EDI plan.
- Notes from strategic working groups.
- Advertising of any engagement events.

LUFC will be responsible for all media coverage of the work of the SAB with the agreement of the SAB. The fan members of the SAB will not make any public statements. The SAB will not sign any petitions. All media coverage of the work of the SAB will be through the club's communications department.

TERMS OF REFERENCE 2025/27

CLUB REPRESENTATIVE

Name in Capitals:

Signed:

Date:

SUPPORTER REPRESENTATIVE

Name in Capitals:

Signed:

Date:

NOMINATING ORGANISATION (if applicable)

Organisation:

Signed:

Role:

Date: