

# Media Procedure

1. The Club Publicity Officer will be appointed by the Board. Where a Publicity Officer is not currently appointed the role of 'Acting Publicity Officer' lies with the Club Manager. A role description for the Publicity Officer is available in the Volunteer Job Descriptions Document available from the Club Manager.
2. Any media organization or person wishing to use the Club or any Persons involved in the club within any media must contact the Publicity Officer.
3. Any persons within the Club wishing to contact the media for any reason that may involve the Club in any way must do liaise with the Publicity Officer.
4. All members and persons involved with the club, must, where possible, complete the Personal Details Form (SLFC006A or SLFC006B) and indicate their preferences regarding the use of their details in the media.