

Policy Title: Media Contact Policy

Date of Issue: January 2007

Policy Coverage: All Members, Staff & Volunteers

Date of Review: January 2007

Controlling Body: Directors

POLICY APPLICATION

This policy applies, but is not limited to:

- When a Jollettes Centre wishes to alert the media to an event taking place at, or achievement by someone from their center (e.g. Medals at a competition etc).
- When a member of the media contacts any staff or volunteers of Jollettes.
- When you identify a media item referring or relating to Jollettes which you believe needs to be addressed or responded to.
- When an incident occurs at a Jollettes venue or event, which you believe may result in a media item.

POLICY DEFINITION

The term Media refers to:

- Newspapers, magazines or other print media
- Television
- Radio
- Websites - Jollettes or External

All media contact is to be directed to:

Debbie Gough
Marketing and Promotions Manager
Ph: 9255 4164 Fax: 9255 1647
Mobile: 0413 627 440

BREACH OF POLICY

- The first breach of this policy by an individual will incur a verbal warning.
- The second breach of this policy by an individual will incur a written warning.
- If an individual breaches this policy for a third time, or if any breach results in criminal charges, the individual will be permanently excluded from further participation in any Jollettes Gymnastics activities. If the individual is a member of staff, this will include immediate termination of their employment contract.

Nelleck Jol - Director

Date

Renay Jol - Director

Date

Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.