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1.0 Purpose

The objective of the Media Relations policy is to ensure that the communications of RMASC are factual and accurate, and consistent with our values.

This Media Relations policy extends to all employees of RMASC and covers all oral statements made in interviews with the media as well as speeches and press conferences.

2.0 Policy Details

It is essential that the members of the Board be kept fully apprised of all pending material developments concerning RMASC in order to evaluate and discuss those events and to determine the appropriateness and timing of public release of information.

All written public disclosures shall be reviewed and approved by the Board.

RMASC has designated the following spokespersons responsible for communication with the media:

- Chair of the Board
- Executive Director
- Additional designate of the Directors as they may determine from time to time

The individuals listed above may, from time to time, designate others within RMASC to speak on behalf of RMASC, as back-ups or to respond to specific inquiries.

Employees who are not authorized spokespersons must not respond under any circumstances to inquiries from the media or others, unless specifically asked to do so by an authorized spokesperson. All such inquiries should be referred to one of the designated spokespersons.



Electronic Communications

This Media Relations policy extends to electronic communications. Accordingly, persons responsible for written and oral public disclosures are also responsible for electronic communications.

RMASC will monitor all information placed on the website for accuracy, completeness and currency.

The Executive Director must approve all links from RMASC's website to a third-party website. Any such links will include a notice that advises the reader that he or she is leaving RMASC's website and that RMASC is not responsible for the contents of the other site.

Communication and Enforcement

Any officer or employee who violates this Media Relations policy may face disciplinary action up to and including termination of his or her employment with RMASC.

3.0 Policy Scope

This policy applies to Rocky Mountain Adaptive Sports Centre ("RMA"). The term "employees" is used to refer collectively to the employees, volunteers, directors and officers of RMA, and consultants, contractors and other persons engaged by RMA to act on its behalf.

4.0 Related Policies

POL_3100_ Operations Policies_General_Code of Business Conduct and Ethics

5.0 Policy Owner

Board Chair



6.0 Definitions

Refer to policy details.

7.0 Procedures

N/A