

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ
TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Press Officer

PRIMARY FUNCTION:

To organise publicity for the Havant RFC Mini & Junior Section.

SECONDARY FUNCTION:

To be the single point of contact with the news media.

Tasks:

- Attracting publicity to Havant RFC Mini & Junior Section.
- Creating opportunities for sponsors to demonstrate their support of the Club, ensuring sponsors have as much exposure as can be arranged.
- Establishing a positive working relationship with media contacts in the regional and national press, rugby magazines and the television news media.
- Publicising the Club's involvement in community activities.
- Publicising events as required to the news media in order to attract appropriate coverage by news organisations for public consumption.
- Previewing events well in advance to the news media and then providing a report soon afterwards for news organisations unable to attend.
- Encouraging Age Group Managers to supply you with timely copy in order to supply media outlets and the website.
- Contributing news items and articles, including weekly scores, to the Havant RFC Mini & Junior Section website, www.havant-rfc-mj.co.uk , to keep the website fresh and the public informed.

Deborah J Morgan

Chairman
Havant Rugby Club Mini & Junior Section
23 August 2004