**Media Access & Accreditation Policy – TEMPLATE FOR CLUBS TO IMPLEMENT**

**Effective Date:** [Insert Date]  
**Approved by:** [Executive Director / Board / Communications Department]  
**Applies to:** All Rugby sanctioned matches, events, and activities

**1. Purpose**

This policy establishes clear guidelines for media access to [insert club name] events to:

* Protect the safety and privacy of participants,
* Maintain an inclusive and harassment-free environment, and
* Ensure that all media interactions reflect the values of our sport.

**2. Media Accreditation Requirements**

All members of the media wishing to attend [insert club name] events **must request accreditation in advance** by contacting: [email] at least **72 hours before** the event. [Or on site (insert who/how]

Requests must include:

* Full name and organization
* Intended event(s) to be covered
* Purpose and nature of coverage
* Names of individuals to be interviewed (if applicable)

**3. Approval Criteria**

[insert club name] reserves the right to approve or deny media access based on:

* Alignment with our values of inclusion, safety, and respect
* Adherence to recognized journalistic standards
* The outlet’s past behavior and interactions with the rugby community

Organizations or individuals known to engage in:

* Harassment or targeting of players,
* Sensationalism or misinformation,
* Breaches of player privacy,

**will not be granted media access.**

**4. Conditions of Access**

Approved media representatives must:

* **Check in at the venue** with the designated event lead
* **Wear visible identification** (e.g., media lanyard/badge)
* **Avoid contact with youth/minors** unless pre-approved by parents/guardians
* **Respect all requests for non-engagement** by players, coaches, or officials
* **Comply with signage and match-day policies** regarding filming and conduct

Unauthorized filming, confrontational behavior, or failure to comply with this policy may result in immediate removal and permanent revocation of access privileges.

**5. Filming & Photography**

Filming or photography is only permitted in designated areas.  
Clubs, teams, and individuals maintain the **right to refuse being recorded**.

Media must not publish content that:

* Identifies minors without consent,
* Discloses private or medical information,
* Misrepresents individuals or events.

**6. Complaints & Enforcement**  
  
Violations of this policy may result in:

* Revocation of accreditation,
* Event removal,
* Reporting to professional journalism associations or authorities (where applicable).

**7. Contact**

For all media inquiries or accreditation requests:  
 **[Insert Media Contact Email]**  
 **[Insert Contact Number]**

**Rugby is committed to providing a safe, inclusive, and respectful environment for all participants.**  
This policy supports that commitment while maintaining access for ethical and constructive media engagement.